DOCUMENT RESUME

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IDENTIFIERS	Case Management; *Department of Education

ABSTRACT

This participant workbook on electronic aid offices is intended to be used in a two-day workshop that provides hands-on computer instruction and addresses regulatory requirements for participating in electronic processes of the U.S. Department of Education (ED). The materials encompass eight training sessions that cover the following topics: How ED communicates with schools; setting up the electronic office; electronic application processing; determining student eligibility; managing Title IV funds electronically; reporting; managing the data systems; what's on the horizon; and how to access ED services. Specific contents cover: ED-designated processes with each deadline date; technical specifications for ED-required electronic processes; the functions of different data processing systems and how schools interface with the system; student financial assistance program Web sites; a checklist for implementing new electronic processes; a chart showing the electronic flow of applicant data; setting up a browser; actual sections of financial aid reports; case management regulations; notification requirements; loan counseling requirements; and reporting payment data for different student financial aid programs. The materials include simulations, various illustrations and flow charts, reference sources for each session, and a glossary. (SW)

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1998 Participant Workbook

ED 417 629

Electronic Aid Office

HE 031 058

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The U.S. Department of Education
Student Financial Assistance Programs

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INTRODUCTION TO ELECTRONIC AID OFFICE TRAINING

OVERVIEW

A. Electronic Aid Office Training

B. Overall Workshop Objectives

C. Workshop Agenda

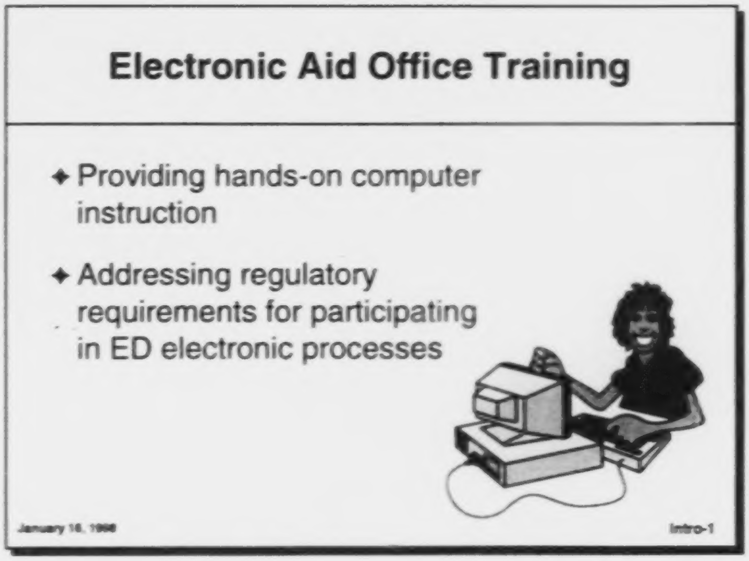
D. Trainee Materials

SOURCES FOR FURTHER STUDY

- The Higher Education Act (HEA) of 1965, as amended★
- Federal Regulations 34 CFR★, Parts 600, 668, 673, 674, 675, 676, 682, 685, and 690
- Federal Register Notice, September 19, 1997 (Deadline dates for schools to use electronic processes to meet administrative capability requirements)
- 1998-99 Action Letter #2, Dear Colleague Letter GEN-97-11 (Guidance on using electronic processes to meet administrative capabilities)
- Federal Student Financial Aid Handbook★, 1998-99
- EDE Technical Reference
- A Guide to Getting Started With Electronic Data Exchange
- A Guide to 1998-99 SARs and ISIRs
- EDExpress Application Processing, 1997-98
- Title IV WAN EDconnect for Windows, 1997-98
- NSLDS Data Provider Instructions for Schools, July 1994
- SSCR User's Guide

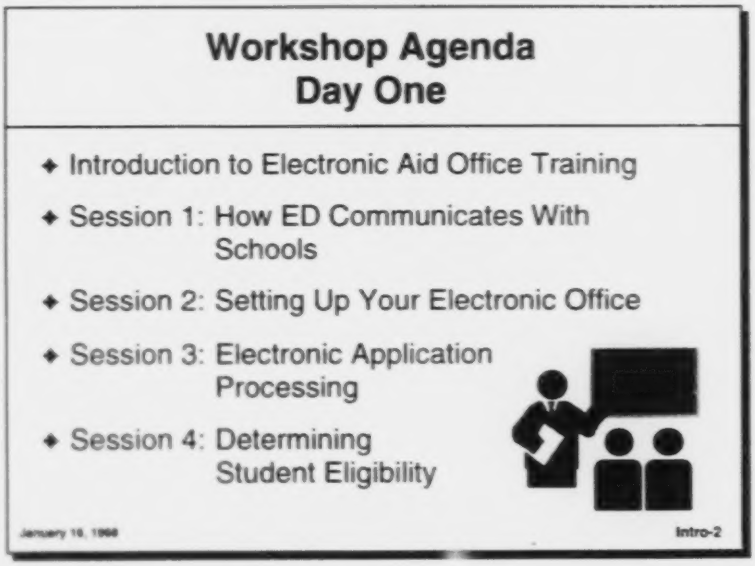
★ Indicates major reference sources applicable to sessions conducted in this workshop.

Notes



Electronic Aid Office Training

- ✦ Providing hands-on computer instruction
- ✦ Addressing regulatory requirements for participating in ED electronic processes



Workshop Agenda
Day One

- ✦ Introduction to Electronic Aid Office Training
- ✦ Session 1: How ED Communicates With Schools
- ✦ Session 2: Setting Up Your Electronic Office
- ✦ Session 3: Electronic Application Processing
- ✦ Session 4: Determining Student Eligibility

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Workshop Agenda Day Two

- Session 5: Managing Your Title IV Funds Electronically
- Session 6: Reporting
- Session 7: Managing Your Systems
- Session 8: Where Are We Headed and How Do We Get There?

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Trainee Materials

- During workshop: Participant Workbook
- End of workshop: CD-ROM

Electronic
Aid Office
Training
Participant
Workbook

January 16, 1998 Intro-4

ED-DESIGNATED PROCESSES AND DEADLINE DATES

Deadline Date	Designated Electronic Processes
January 1, 1998	✦ Participate in the Title IV Wide Area Network (TIV WAN)*. ✦ For the 1998–99 processing year[1] and beyond: • Receipt of Institutional Student Information Records (ISIRs).[2] • Adding your institution to the Central Processing System (CPS) Record*. • On-line access to the National Student Loan Data System (NSLDS).
July 1, 1998	✦ Access the "Info for Financial Aid Professionals" web site or the Student Financial Assistance Bulletin Board System (SFA BBS). ✦ Submission of the Application for Approval to Participate in Federal Student Aid Programs (recertification, reinstatement, and changes) through the Internet. ✦ Submission of the Fiscal Operations Report and Application to Participate (FISAP)* to the Title IV Wide Area Network (TIV WAN). Diskettes and magnetic tapes/cartridges eliminated.
July 1, 1999	✦ For the 1999–2000 award year and beyond: Report Federal Pell Grant Payments electronically or on magnetic tape or cartridge to the Title IV Wide Area Network (TIV WAN). Diskettes eliminated. ✦ Submit Student Status Confirmation Report (SSCR) data electronically or on magnetic tape or cartridge to the National Student Loan Data System (NSLDS). Diskettes eliminated. ✦ Submit Federal Perkins Loan Data electronically or on magnetic tape or cartridge to the National Student Loan Data System (NSLDS). Diskettes eliminated.

[1] The application processing cycle lasts 18 months. For the 1998–99 award year, application processing begins in January 1998 and applications for that year will be accepted until June 30, 1999.

[2] The Secretary realizes that processing Title IV aid upon the receipt of an ISIR, rather than the paper Student Aid Report (SAR), may be new for some institutions. In order to provide these institutions sufficient time to implement electronic procedures to receive ISIRs, the Secretary will not assess any penalties against an institution that is not able to comply with this requirement on January 1, 1998. However, beginning July 1, 1998, all institutions are expected to be receiving ISIRs electronically for any Title IV applicant who has listed that institution on the applicant record in the CPS.

_____* - See Glossary

TECHNICAL SPECIFICATIONS FOR ED-REQUIRED ELECTRONIC PROCESSES

	Current Minimum Configuration (Depending Upon Volume and Usage)	Minimum Configuration Required by January 1999
Equipment	✦ IBM or fully IBM-compatible PC ✦ 66 MHz* Processor 486DX2 ✦ 16 MB RAM* ✦ 300 MB* Hard Disk Space ✦ 14,400 bps* or higher baud Hayes or comparable Modem* ✦ 3.5"/1.44 MB Diskette Drive ✦ SVGA Monitor* ✦ Standard Keyboard ✦ Printer capable of printing on standard paper (8 1/2" x 11") ✦ 4x CD-ROM* Drive with sound board[1]	✦ IBM or fully IBM-compatible PC ✦ 200 MHz Pentium Processor or compatible ✦ 64 MB RAM ✦ 4.0 GB* SCSI* Hard Drive ✦ 56K Analog Modem ✦ 3.5"/1.44 MB Diskette Drive ✦ SVGA Monitor ✦ Windows 95 Keyboard ✦ Laser printer capable of printing on standard paper (8 1/2" x 11") ✦ 12x CD-ROM Drive with sound board[1]
Software	✦ MS-DOS version 6.2 or higher; Windows 3.1, 3.11, or 95 ✦ Internet Service Provider (ISP)[2] ✦ Netscape Navigator* 3.0 or 3.01 (domestic), Microsoft Internet Explorer 4.0, or other web browser*[3]	✦ 32 bit operating system* (Windows 95* or Windows NT 4.x*) ✦ Internet Service Provider (ISP)[2] ✦ Netscape Navigator 3.0 or 3.01 (domestic), Microsoft Internet Explorer 4.0, or other web browser[3]
Phone Line	✦ Dedicated phone line	✦ Dedicated phone line
Diskettes	✦ 3.5" high-density double-sided diskettes	✦ 3.5" high-density double-sided diskettes

[1] Required if institutions want to use the EDExpress Tutorial and the AWARE software.

[2] Will be necessary to access the "Information for Financial Aid Professionals" web site or the Student Financial Assistance Bulletin Board System (SFA BBS) and for submission of the Application for Approval to Participate in Federal Student Aid Programs (recertification, reinstatement, and changes).

[3] Currently must use Netscape Navigator 3.0 or 3.01 (domestic) or Microsoft Internet Explorer 4.0 in order to utilize FAFSA on the Web. The Department is currently testing other web browsers that will be made available to the public in the near future.

_____* - See Glossary

Notes

SESSION 1

HOW ED COMMUNICATES WITH SCHOOLS

OVERVIEW

A. Overview of ED Database Processing and Communications Systems

   1. Title IV WAN

      a. EDconnect Software

      b. NET*CONNECT's On-Line Query Functions

      c. Instructor Demonstration

      d. Participant Simulation

      e. Enrollment Procedures for Title IV WAN

   2. ED's Info for Financial Aid Profesional Web Site and the SFA BBS

      a. Application for Approval to Participate in Federal Student Aid Programs

SOURCES FOR FURTHER STUDY

- Federal Regulations 34 CFR, Part 668 [Section 668.16(o)]
- Federal Register Notice, September 19, 1997 (Deadline dates for schools to use electronic processes to meet administrative capability requirements)
- EDconnect for Windows User's Guide
- Electronic Data Exchange Technical Reference
- 1998-99 Action Letter #2, Dear Colleague Letter GEN-97-11 (Guidance regarding September 19, 1997 Federal Register Notice)
- Dear Colleague Letter [T.B.D.] (Information regarding revised procedures for enrolling in Title IV WAN)
- Dear Colleague Letter GEN-97-6 (Information regarding how to report changes to school's Application for Approval to Participate in Federal Student Aid Programs)
- 1997-98 Action Letter #4, Dear Colleague Letter GEN-96-20 (Information regarding Title IV WAN and enrollment procedures)

DEPARTMENT OF EDUCATION ELECTRONIC PROCESSES USED BY SCHOOLS

Data Processing System	Function	How Schools Interface With System
Central Processing System (CPS)	✦ Process applicant data • Perform system edits and database matches • Calculate EFC • Send processed data results to applicants, schools, and other ED systems	✦ Collect applicant data (including changes) via EDExpress or school-developed system and submit data via Title IV WAN *(Applicant data also provided by student using FAFSA/Renewal FAFSA on the Web, FAFSA Express, Student Entry mode of EDExpress, or paper FAFSA/Renewal FAFSA)* ✦ Receive Institutional Student Information Record (ISIR) via: • Title IV WAN and EDExpress or interface with school's mainframe computer; or • Magnetic tape or cartridge
National Student Loan Data System (NSLDS)	✦ National database of Title IV loan information and selected grant data • Interface with CPS for determining student eligibility • Process Student Status Confirmation Report (SSCR) data • Calculate Title IV default rates • Provide data to other ED systems	✦ Obtain financial aid history information via Title IV WAN *(Financial aid history information also obtained from ISIR)* ✦ Collect and format SSCR data via EDExpress or school's mainframe computer and submit data via Title IV WAN ✦ Submit Federal Perkins Loan Program and Title IV overpayment data via Title IV WAN
Campus-Based System (CBS)	✦ Process Fiscal Operations Report and Application to Participate (FISAP) data • Edit data • Make tentative and final campus-based program awards • Report school campus-based awards to ED's financial systems	✦ Collect FISAP data via EDExpress or school's mainframe computer and submit data via Title IV WAN (beginning in Summer 1998)

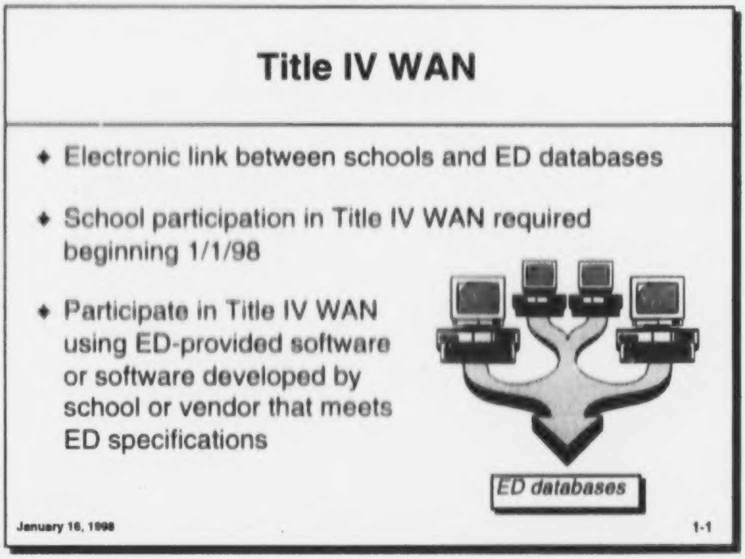
DEPARTMENT OF EDUCATION ELECTRONIC PROCESSES USED BY SCHOOLS (CONT'D)

Data Processing System	Function	How Schools Interface With System
Direct Loan Origination Center (LOC)	✦ Process origination record, promissory note, and disbursement data • Edit data • Send acknowledgments to school • Submit data to Direct Loan Servicing System	✦ Collect and edit origination record, promissory note, and disbursement data via EDExpress or school's mainframe computer and submit data via Title IV WAN
Postsecondary Education Participants System (PEPS)	✦ Database of all participants (schools, lenders, guaranty agencies) in federal student aid programs	✦ Apply for recertification of Title IV eligibility and submit updated school data via ED's web site
Education Central Automated Processing System (EDCAPS) Grant Administration and Payment System (GAPS)	✦ Process school requests and expenditures of Federal Pell Grant, Direct Loan (DL), Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Perkins Loan, and Federal Work Study (FWS) funds	✦ Request, draw down, and report disbursements of Federal Pell Grant, DL, FSEOG, Federal Perkins Loan, and FWS funds via the Internet
Pell Grant Recipient and Financial Management System (PGRFMS)	✦ Database of Federal Pell Grant recipients ✦ Manage the disbursements and accounting of Federal Pell Grant funds to schools	✦ Submit Federal Pell Grant payment data (including changes) via: • Title IV WAN and EDExpress or interface with school's mainframe computer; • Magnetic tape or cartridge; or • Diskette[1]
Communication System[2]	**Function**	**How Schools Use System**
Title IV WAN	✦ Electronic network for the exchange of data between ED's databases and schools	✦ EDconnect software to transmit batched data ✦ NET*CONNECT software to gain on-line access to ED's systems
The Internet	✦ Disseminate ED announcements, publications, and electronic versions of Title IV applications using the Info for Financial Aid Professionals web site	✦ Access web site via: ifap.ed.gov

[1] Effective 7/1/99, diskettes will be eliminated.

[2] Also includes the Student Financial Assistance Bulletin Board Service (SFA BBS). The SFA BBS will be phased out during 1998.

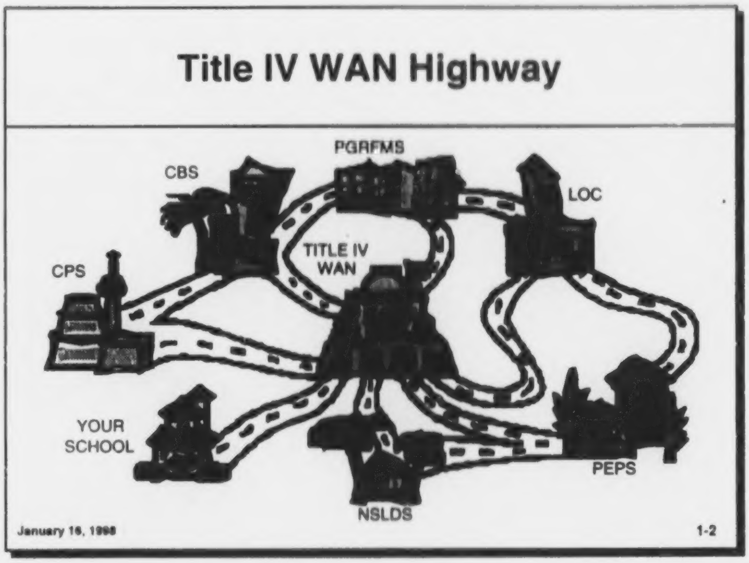
Notes



Title IV WAN

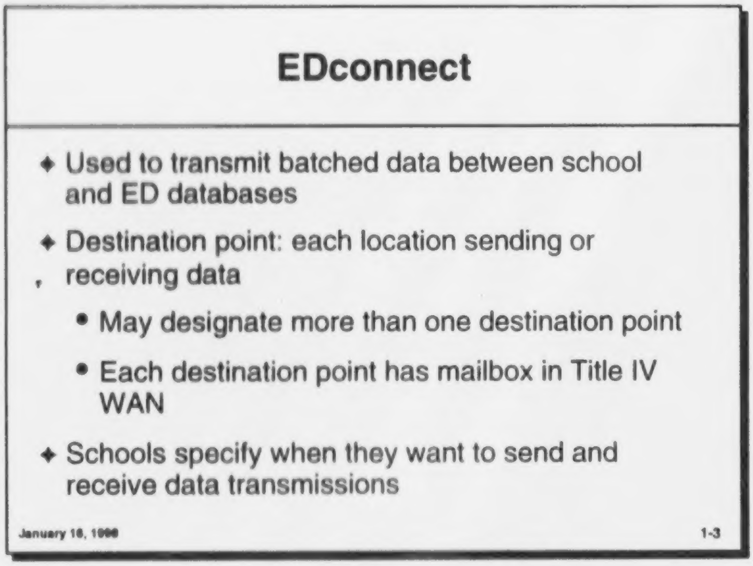
- Electronic link between schools and ED databases
- School participation in Title IV WAN required beginning 1/1/98
- Participate in Title IV WAN using ED-provided software or software developed by school or vendor that meets ED specifications

ED databases



Title IV WAN Highway

PGRFMS
CBS
LOC
TITLE IV WAN
CPS
YOUR SCHOOL
PEPS
NSLDS



EDconnect

- Used to transmit batched data between school and ED databases
- Destination point: each location sending or receiving data
  - May designate more than one destination point
  - Each destination point has mailbox in Title IV WAN
- Schools specify when they want to send and receive data transmissions

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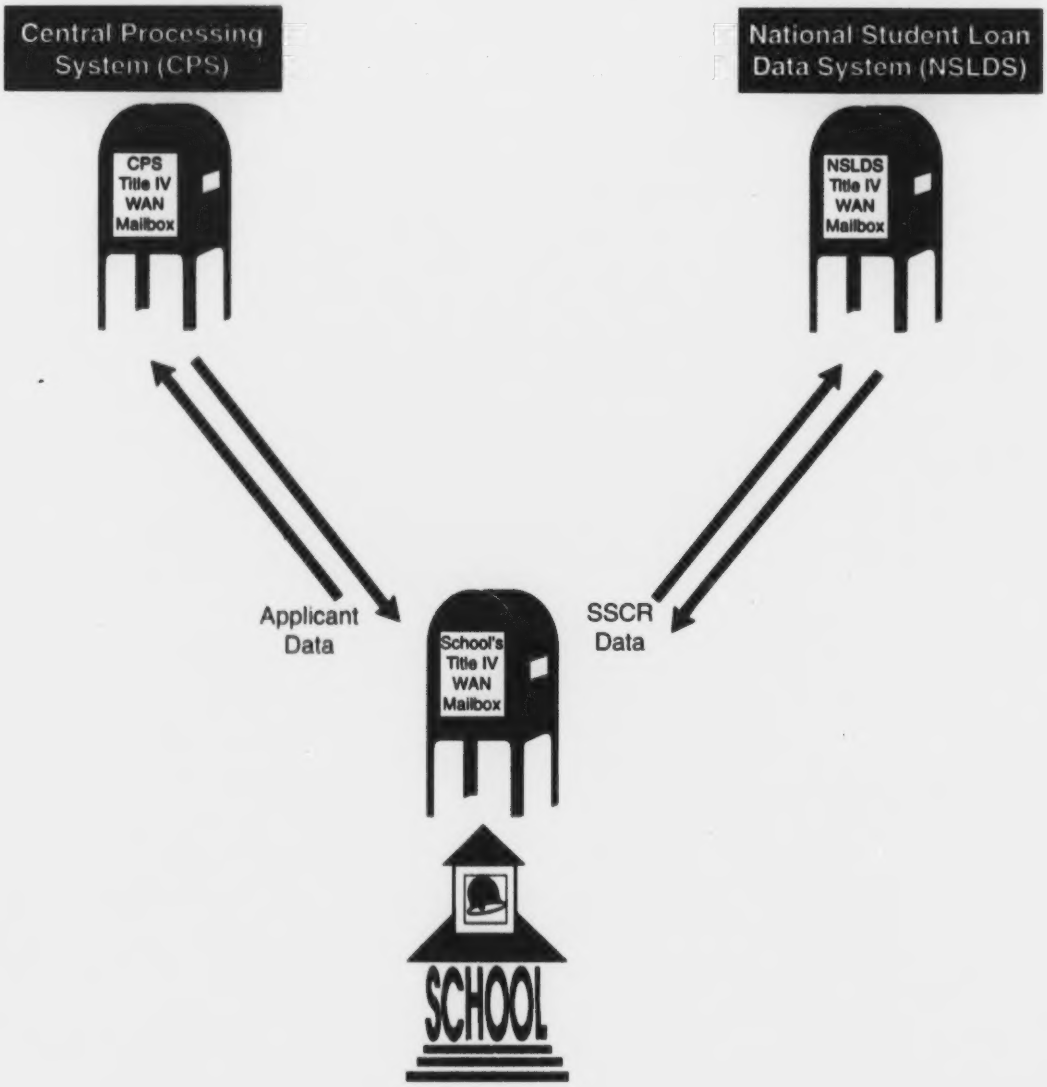
Notes

EXAMPLE: SCHOOL DESIGNATES A SINGLE DESTINATION POINT


Central Processing System (CPS)
National Student Loan Data System (NSLDS)
CPS Title IV WAN Mailbox
NSLDS Title IV WAN Mailbox
Applicant Data
SSCR Data
School's Title IV WAN Mailbox
SCHOOL

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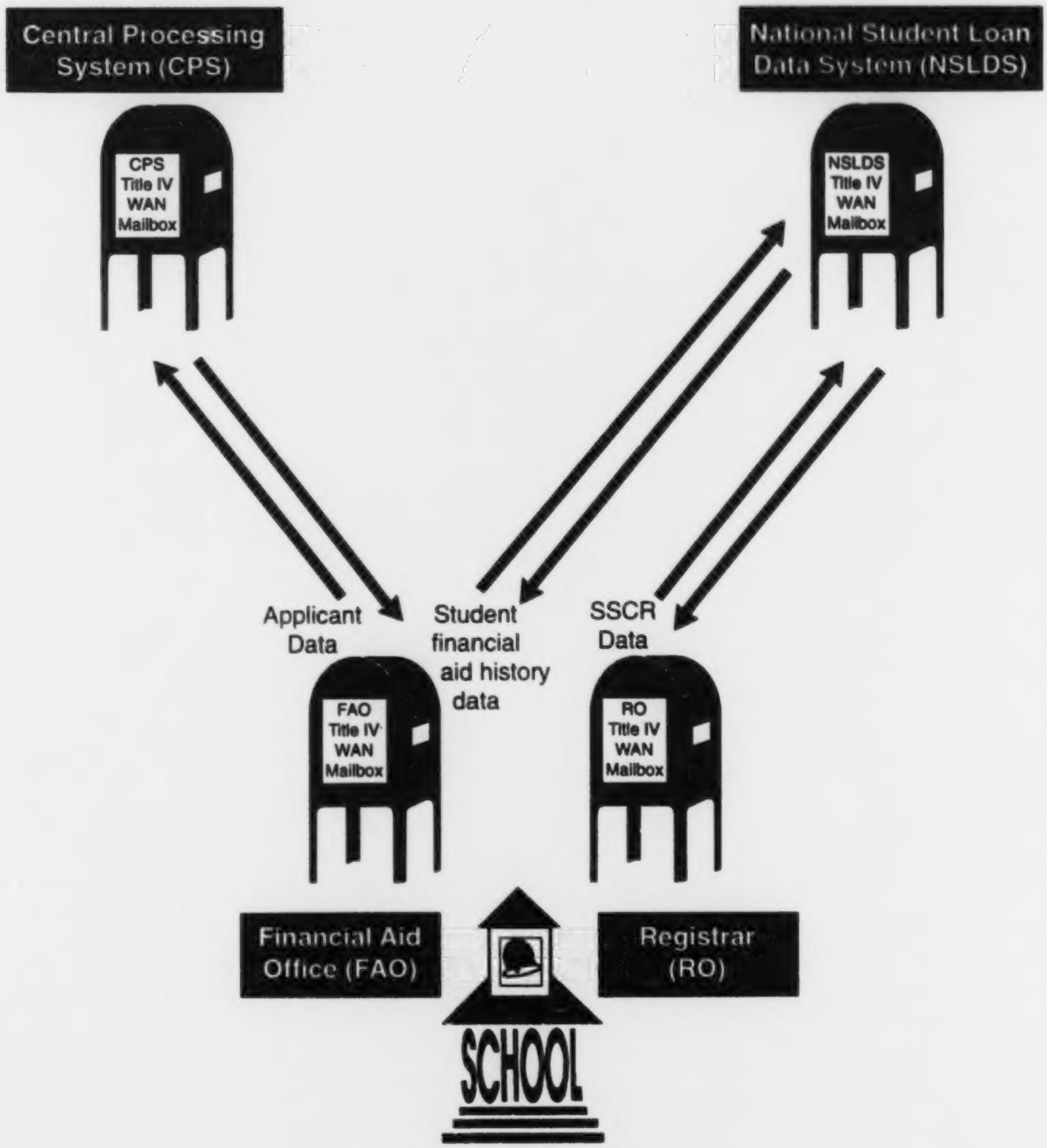
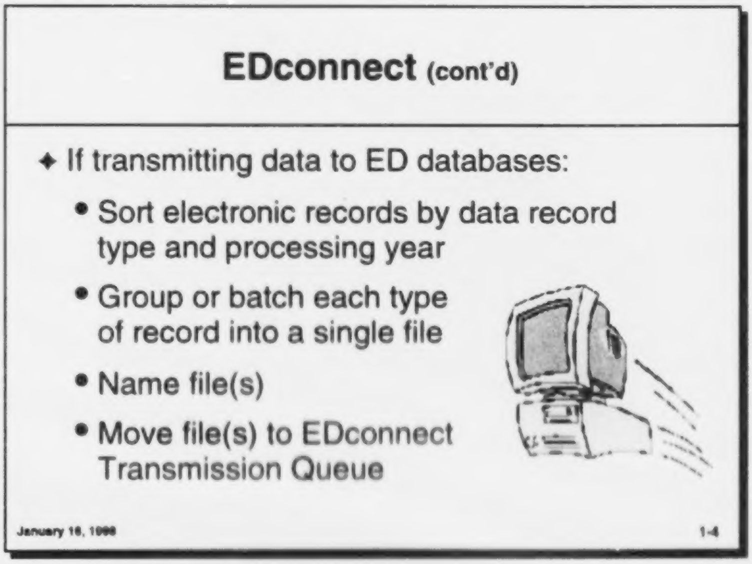
EXAMPLE: SCHOOL DESIGNATES MULTIPLE DESTINATION POINTS


Central Processing System (CPS)
National Student Loan Data System (NSLDS)
CPS Title IV WAN Mailbox
NSLDS Title IV WAN Mailbox
Applicant Data
Student financial aid history data
SSCR Data
FAO Title IV WAN Mailbox
RO Title IV WAN Mailbox
Financial Aid Office (FAO)
Registrar (RO)
SCHOOL

NOTE: Even though the registrar's office is a destination point for transmitting SSCR data between the school and NSLDS, the financial aid office also can be a destination point for transmitting data between the school and NSLDS.

Notes



EDconnect (cont'd)

✦ If transmitting data to ED databases:

- Sort electronic records by data record type and processing year
- Group or batch each type of record into a single file
- Name file(s)
- Move file(s) to EDconnect Transmission Queue

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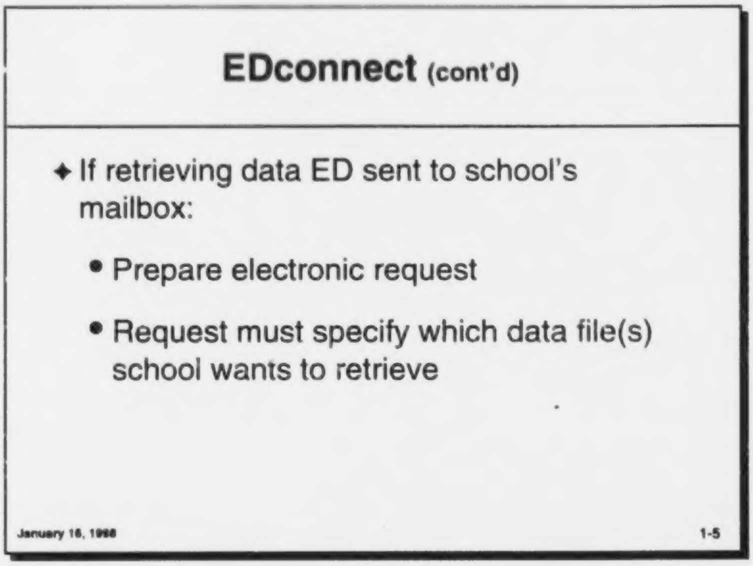

EDconnect (cont'd)

✦ If retrieving data ED sent to school's mailbox:

- Prepare electronic request
- Request must specify which data file(s) school wants to retrieve

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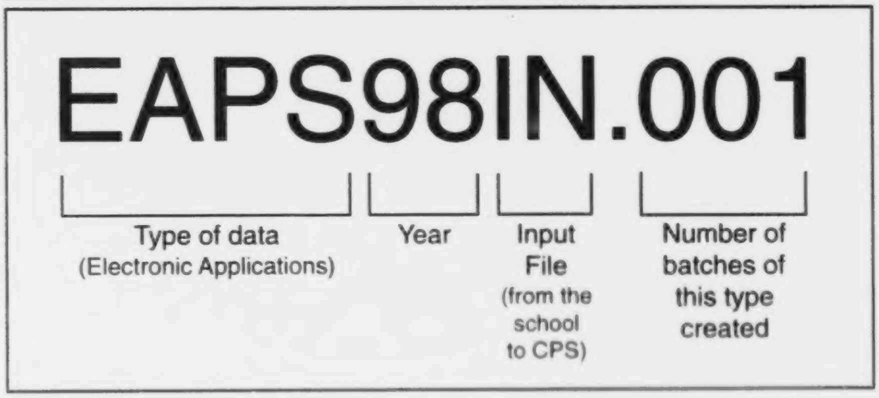
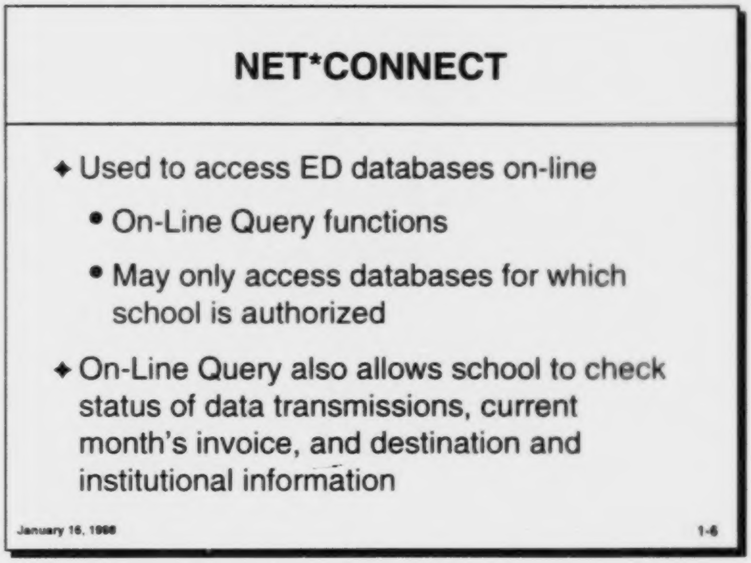
EXAMPLE: FILE NAME


EAPS98IN.001
Type of data (Electronic Applications)
Year
Input File (from the school to CPS)
Number of batches of this type created

Notes



NET*CONNECT

- ✦ Used to access ED databases on-line
  - On-Line Query functions
  - May only access databases for which school is authorized
- ✦ On-Line Query also allows school to check status of data transmissions, current month's invoice, and destination and institutional information

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PARTICIPANT SIMULATION
NET*CONNECT

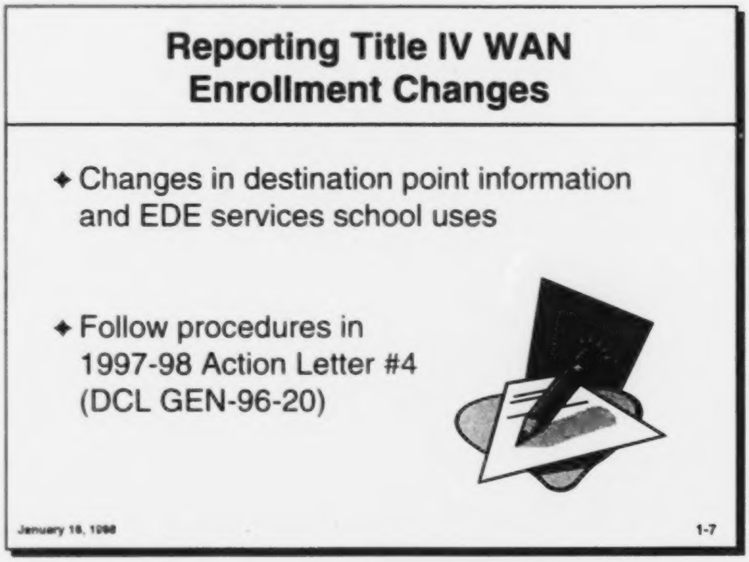
- To help you become more acquainted with how to use NET*CONNECT, we have developed a simulation exercise for you to complete.
- Before you begin, let's review the instructions for completing the simulations used in this training. The participant simulation exercises illustrate how to use ED's software. Each exercise contains pop-up text boxes that will guide you through the steps of the exercise. As you work through the steps, you must:

  1. Perform the activity described in the pop-up text window; or

  2. Click on the advance arrow (→) at the top of the pop-up text window.

- If you click on the advance arrow, the computer will complete the activity for you. If you want to return to a previous step, click on the reverse arrow (←) at the top of the pop-up text window.
- Each simulation is subdivided into topics. You can go to a particular exercise by clicking on the topic button at the top of the pop-up text window and making a selection.
- After completing the simulation, you exit by clicking on the exit button at the top of the pop-up text window.
- The simulation will take approximately 10 minutes to complete. If you have any questions while working through the simulation, you should ask for assistance.

Notes



Reporting Title IV WAN Enrollment Changes

- Changes in destination point information and EDE services school uses
- Follow procedures in 1997-98 Action Letter #4 (DCL GEN-96-20)

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STUDENT FINANCIAL ASSISTANCE PROGRAMS
WEB SITES FOR STUDENTS AND AID PROFESSIONALS

www.ed.gov/offices/OPE/Students

Financial Aid for Students

You'll find info about:

- Direct Loan Program
- Student Guide
- Guide to Defaulted Student Loans
- FAFSA on the Web
- Title IV School Code List

and more...

Schools may want to link the financial aid pages at their school's web site to:

www.ed.gov/offices/OPE/Students

ifap.ed.gov

*Bookmark**

Info for Financial Aid Professionals

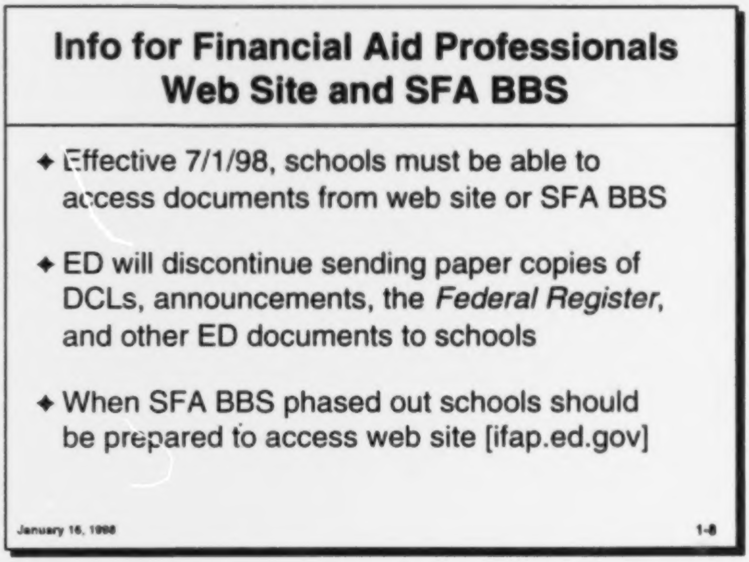
You'll find info about:

- Dear Colleague Letters
- The HOPE Scholarship
- Student Financial Aid Handbook
- Single Identifier Initiative Site
- Training Page
- Recertification application information
- GAPS information
- Project EASI
- Federal Registers

and more...

* Here's how to bookmark this site. Open IFAP. Under Menu item "Bookmarks" click on "Add Bookmark." (For Internet Explorer, it's "Favorites.")

Notes



Info for Financial Aid Professionals Web Site and SFA BBS

- ✦ Effective 7/1/98, schools must be able to access documents from web site or SFA BBS
- ✦ ED will discontinue sending paper copies of DCLs, announcements, the *Federal Register*, and other ED documents to schools
- ✦ When SFA BBS phased out schools should be prepared to access web site [ifap.ed.gov]

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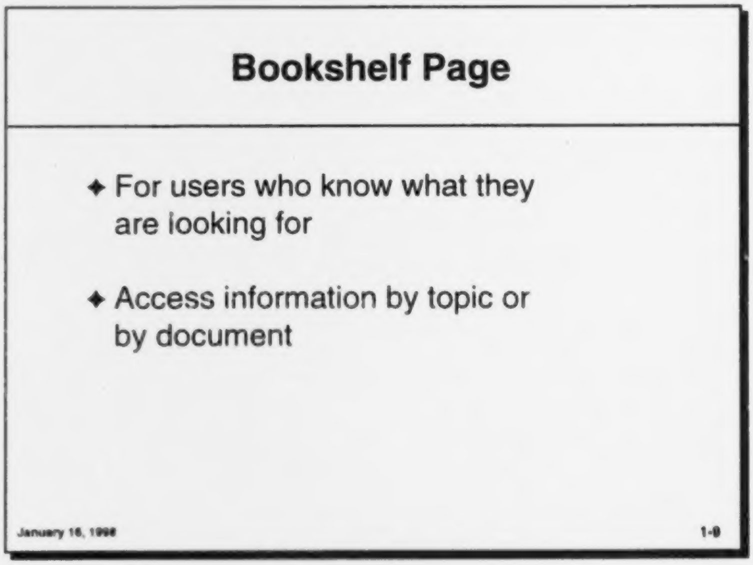

Bookshelf Page

- ✦ For users who know what they are looking for
- ✦ Access information by topic or by document

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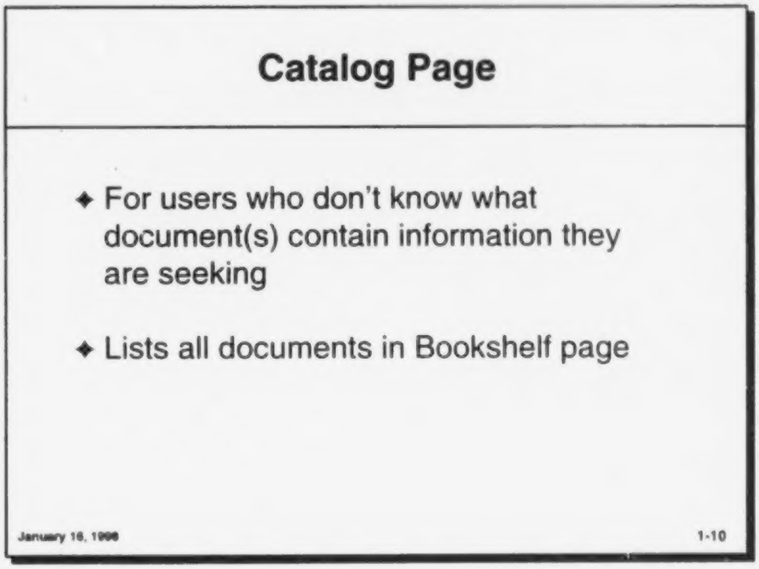
Notes



Catalog Page

- For users who don't know what document(s) contain information they are seeking
- Lists all documents in Bookshelf page

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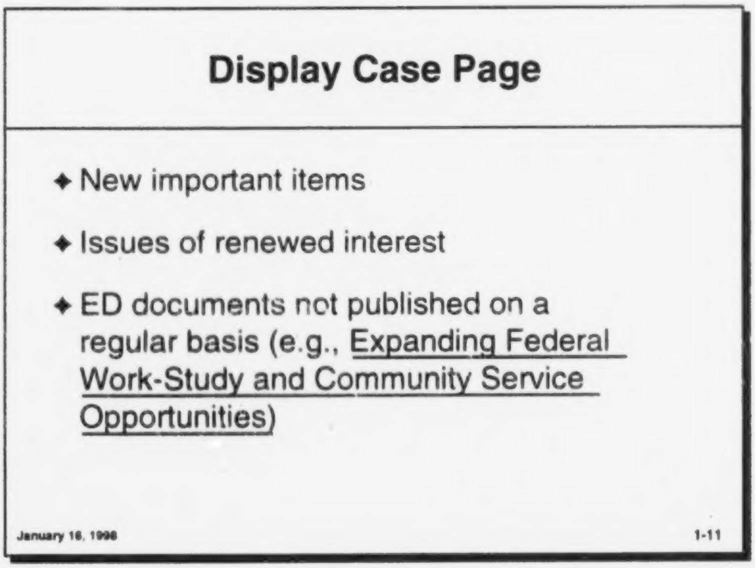

Display Case Page

- New important items
- Issues of renewed interest
- ED documents not published on a regular basis (e.g., Expanding Federal Work-Study and Community Service Opportunities)

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1-11

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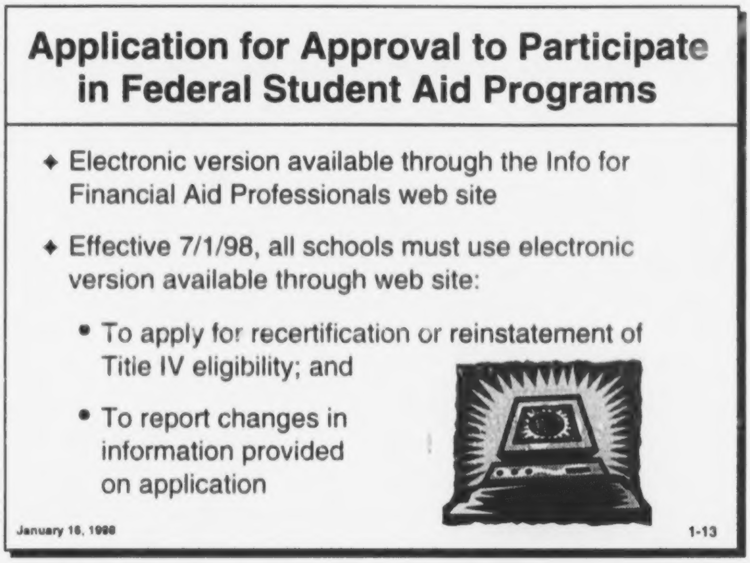
Notes

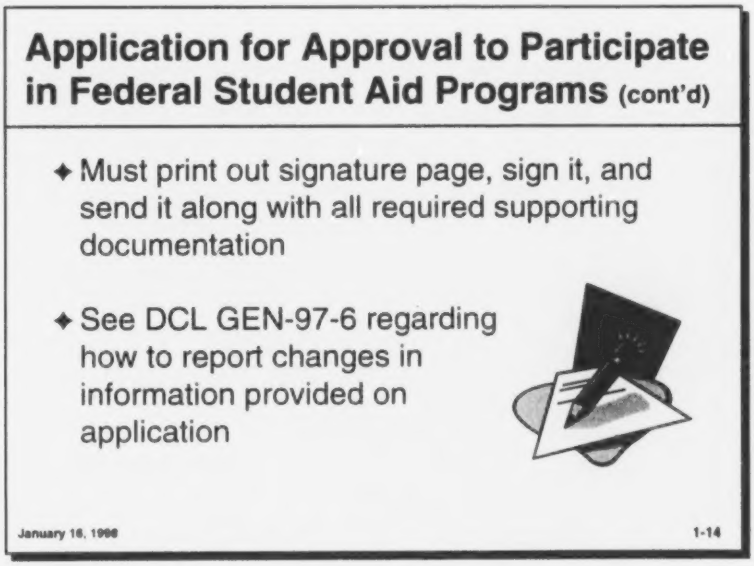
Customer Support Reference Desk Page

- Master search page
- Discussion group area
- ED Customer Support information



Application for Approval to Participate in Federal Student Aid Programs

- Electronic version available through the Info for Financial Aid Professionals web site
- Effective 7/1/98, all schools must use electronic version available through web site:
  - To apply for recertification or reinstatement of Title IV eligibility; and
  - To report changes in information provided on application



Application for Approval to Participate in Federal Student Aid Programs (cont'd)

- Must print out signature page, sign it, and send it along with all required supporting documentation
- See DCL GEN-97-6 regarding how to report changes in information provided on application

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Notes

Notes

SESSION 2

SETTING UP YOUR ELECTRONIC OFFICE

OVERVIEW

A. ED Requirement to Use Electronic Processes

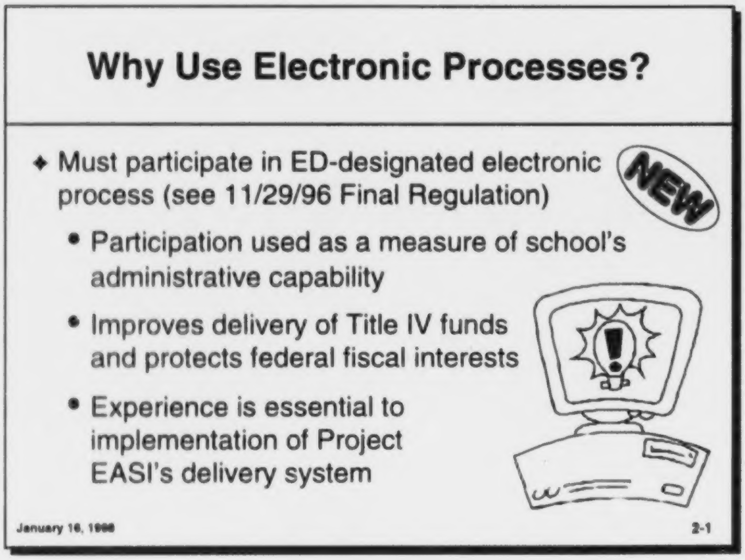
B. Steps in Setting Up a School's Electronic Operations

  1. Model for Setting Up Electronic Operations
  2. The Assessment and Implementation Checklist

SOURCES FOR FURTHER STUDY

- Federal Regulations 34 CFR, Part 668 [Section 668.16(o)]
- Federal Register Notice, September 19, 1997 (Deadline dates for schools to use electronic processes to meet administrative capability requirements)
- 1998-99 Action Letter #2, Dear Colleague Letter GEN-97-11 (Information regarding deadline dates for schools to use electronic processes)

Notes



Why Use Electronic Processes?

- ✦ Must participate in ED-designated electronic process (see 11/29/96 Final Regulation)
  - Participation used as a measure of school's administrative capability
  - Improves delivery of Title IV funds and protects federal fiscal interests
  - Experience is essential to implementation of Project EASI's delivery system

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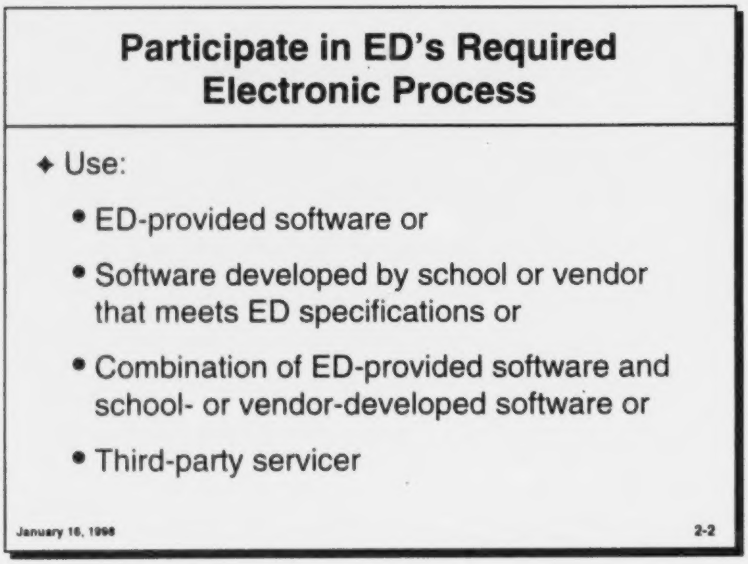
2-1



Participate in ED's Required Electronic Process

- ✦ Use:
  - ED-provided software or
  - Software developed by school or vendor that meets ED specifications or
  - Combination of ED-provided software and school- or vendor-developed software or
  - Third-party servicer

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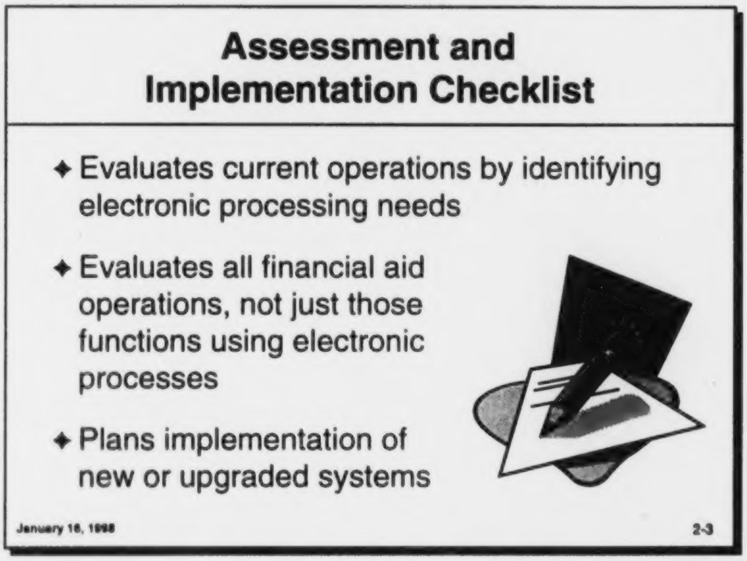
2-2

STEPS FOR IMPLEMENTING NEW ELECTRONIC PROCESSES

Implementation Steps	Activities
Step 1: Obtain Institutional Approval and Commitment	1. Obtain: ✦ Commitment of senior administration ✦ Cooperation of other institutional offices ✦ Sufficient financial resources 2. Establish task force
Step 2: Evaluate Current Processes	1. Identify all functions for administering financial aid programs. 2. For each function, answer: ✦ What activities must be performed and in what order? ✦ What data are needed? ✦ Where do the data come from? ✦ How is each activity performed? ✦ Who performs each activity? ✦ When function is completed: • Who needs the data and when? • How are data retained and maintained? • Who maintains and retains the data? 3. Identify which activities: ✦ Must be performed using ED processes ✦ Are already automated, but should be upgraded ✦ Are manually performed, but can be automated
Step 3: Determine Platform and Software	1. Determine system design by analyzing: ✦ Number of school's financial aid applicants and recipients ✦ Volume of data and processing flow ✦ How frequently each electronic process will be performed ✦ Processing systems school currently is using ✦ Technical staff and financial resources needed 2. Determine whether to use ED-, school-, vendor-developed, or combination of processing software by: ✦ Establishing software's essential requirements ✦ Viewing a demonstration of the software ✦ Getting feedback from current users ✦ Asking software provider: • Whether newer version being developed? • How users notified of upgrades? • How upgrades distributed? • What technical support is provided?
Step 4: Develop a Model for Incorporating Electronic Processing	1. Develop implementation model detailing: ✦ Functions/activities performed by electronic processes ✦ How new processes will replace existing processes ✦ How new processes will be integrated with existing systems ✦ Staff responsibilities and training needs ✦ Priority for implementing each function's process ✦ Tasks, time frame, and resources needed to implement each process ✦ Each function's data processing schedule

Notes



Assessment and Implementation Checklist

- ✦ Evaluates current operations by identifying electronic processing needs
- ✦ Evaluates all financial aid operations, not just those functions using electronic processes
- ✦ Plans implementation of new or upgraded systems

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FINANCIAL AID OPERATIONS ASSESSMENT AND IMPLEMENTATION CHECKLIST

Function	How is function performed (manually, by PC, and/or mainframe computer)?		Automate/ upgrade process? (If yes, list platform and software)	Who performs function (school office, servicer, student)?		Priority and deadline for automating/ upgrading process
	Now	Future		Now	Future	
Participate in Title IV WAN NEW 1-1-98						**Current requirement**
Access ED information and documents (e.g., Dear Colleague Letters, announcements, *Federal Registers*) from the Info for Financial Aid Professionals Web site or SFA BBS[1] NEW						7/1/98[2]
Apply for recertification of Institutional Title IV eligibility NEW						7/1/98[3]
Update information on school's Application for Approval to Participate in Federal Aid Programs NEW						7/1/98[3]
Access NSLDS on-line NEW 1-1-98						Current requirement
Determine student eligibility: ✦ Enter and transmit applicant data to CPS						

---

[1] Although 1997-98 Action Letter #2 states that schools must have the ability to print these documents in PDF, there is no ED requirement that schools maintain paper copies of these documents.

[2] Because ED expects to phase out the SFA BBS during 1998, schools should be prepared to access ED's web site.

[3] Effective 7/1/98, schools must use the Title IV WAN to apply for recertification and to report changes in their application.

FINANCIAL AID OPERATIONS ASSESSMENT AND IMPLEMENTATION CHECKLIST (CONT'D)

Function	How is function performed (manually, by PC, and/or mainframe computer)?		Automate/ upgrade process? (If yes, list platform and software)	Who performs function (school office, servicer, student)?		Priority and deadline for automating/ upgrading process
	Now	Future		Now	Future	
✦ **Obtain processed applicant data (i.e., ISIR)** NEW 1-1-98						**Current requirement[4]**
✦ **Request additional information or documentation from student**						
✦ Report changes in applicant data to CPS:						Current requirement
• Add school to CPS record if not listed on SAR/SAR Acknowledgment NEW 1-1-98						
• Correct or update applicant data						
• Make professional judgment adjustments						Current requirement[4]
✦ Obtain reprocessed applicant data from CPS (ISIRs) NEW 1-1-98						Current requirement
✦ Obtain and review ISIRs resulting from postscreening process NEW 1-1-98						
Package financial aid awards						
Originate Direct Loans						Current requirement
Certify FFEL applications						

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[4] ED will not assess any penalties against a school unable to comply with this requirement on 1/1/98. However, beginning 7/1/98 all schools must be receiving ISIRs electronically for any Title IV applicant who has listed that school on the applicant record in the CPS.

FINANCIAL AID OPERATIONS ASSESSMENT AND IMPLEMENTATION CHECKLIST (CONT'D)

Function	How is function performed (manually, by PC, and/or mainframe computer)?		Automate/ upgrade process? (If yes, list platform and software)	Who performs function (school office, servicer, student)?		Priority and deadline for automating/ upgrading process
	Now	Future		Now	Future	
Notify students of amount of Title IV funds awarded, how and when those funds will be disbursed, and which FFEL or Direct Loan funds are subsidized and which are unsubsidized						
Notify Federal Perkins, Direct Loan, and FFEL borrowers of date and amount to be disbursed, and borrower's right to cancel all or portion of the loan						
Conduct loan counseling: ✦ Entrance interview ✦ Exit interview						
Request and draw down: NEW ✦ Campus-based funds ✦ Federal Pell Grant funds ✦ Direct Loan funds						 Early 1998[5] Early 1998[5] Current requirement
Disburse student aid funds: ✦ To student's account at the school ✦ To student or parent borrower's bank account						

---

[5] ED will implement the new Grant Administration and Payment System (GAPS) in early 1998. Schools not having the technology to access GAPS on-line may request funds by telephone.

FINANCIAL AID OPERATIONS ASSESSMENT AND IMPLEMENTATION CHECKLIST (CONT'D)

Function	How is function performed (manually, by PC, and/or mainframe computer)?		Automate/ upgrade process? (If yes, list platform and software)	Who performs function (school office, servicer, student)?		Priority and deadline for automating/ upgrading process
	Now	Future		Now	Future	
Report:						
✦ Campus-based program expenditures **NEW**						Early 1998[6]
✦ Federal Pell Grant Program payment data **NEW**						7/1/99[7]
✦ Overpayments of Title IV funds to NSLDS **NEW**						
✦ SSCR data to NSLDS **NEW**						7/1/99[8]
✦ Federal Perkins Loan data to NSLDS **NEW**						7/1/99[9]
✦ FISAP (original submission and subsequent edit corrections) **NEW**						7/1/98[10]
✦ Direct Loan Program expenditures						Current requirement
Archive records						

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[6] Under the new GAPS system, schools will receive Cash Quarterly Confirmation Statements. Unless the school's records do not agree with these statements, no certification of the school's expenditures and credit balances is required until the school completes the annual Federal Cash Award Certificate at the end of the fiscal year.

[7] Submission of Federal Pell Grant payment data by diskette will be eliminated.

[8] Submission of SSCR data by diskette will be eliminated.

[9] Submission of Federal Perkins Loan data by diskette will be eliminated.

[10] Submission of FISAP data by diskette will be eliminated. Schools must be able to submit the FISAP due on 10/1/98 via Title IV WAN.

FINANCIAL AID OPERATIONS ASSESSMENT AND IMPLEMENTATION CHECKLIST (CONT'D)

Function	How is function performed (manually, by PC, and/or mainframe computer)?		Automate/ upgrade process? (If yes, list platform and software)	Who performs function (school office, servicer, student)?		Priority and deadline for automating/ upgrading process
	Now	**Future**		**Now**	**Future**	

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Notes

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SESSION 3

ELECTRONIC APPLICATION PROCESSING

OVERVIEW

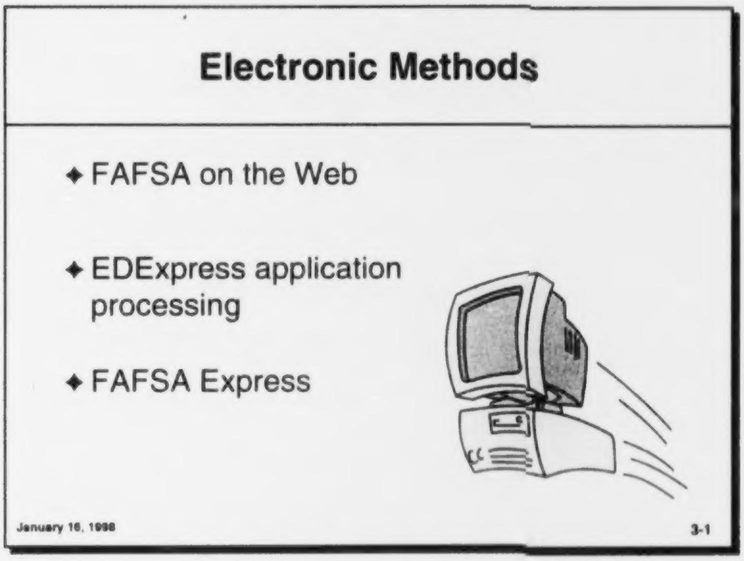
A. How to Get Applicant Data to the CPS
   1. How Data Are Entered
   2. FAFSA on the Web and Renewal FAFSA on the Web
      a. Instructor Demonstration (Information only—not presented in EAO Workshop)
      b. Participant Simulation
   3. EDExpress Application Processing
      a. FAA Entry Mode
      b. Instructor Demonstration
      c. Participant Simulation
   4. FAFSA Express
      a. Advantages of Electronic Application Processing
      b. Instructor Demonstration (Information only—not presented in EAO Workshop)
      c. Participant Simulation

B. Sending and Receiving Data
   1. Exporting Data
      a. Instructor Demonstration
      b. Participant Simulation
   2. Retrieving and Importing Data
      a. Instructor Demonstration
      b. Participant Simulation
   3. Downloading ISIRs Using Custom or Vendor Software
   4. Adding a School to the CPS Record
   5. Correcting and Updating Applicant Data
      a. Reporting Professional Judgment Adjustments
      b. Instructor Demonstration
      c. Participant Simulation

SOURCES FOR FURTHER STUDY

- Federal Regulations 34 CFR Part 668, Subpart B
- Federal Register, November 29, 1996 (Student Assistance General Provisions; Changes in administrative capability standards)
- 1998-99 Action Letter #2, Dear Colleague Letter GEN-97-11 (Guidance on using electronic processes to meet administrative capabilities)
- 1998-99 Action Letter #1, Dear Colleague Letter GEN-97-10 (Information and schedules for schools receiving the 1998-99 Renewal FAFSA)
- 1997-98 Action Letter #4, Dear Colleague Letter GEN-96-20 (Information describing Title IV WAN services for 1997-98)
- Electronic Data Exchange Technical Reference
- 1998-99 EDExpress Application Processing Guide
- EDconnect for Windows User's Guide

Notes



Electronic Methods

- ✦ FAFSA on the Web
- ✦ EDExpress application processing
- ✦ FAFSA Express

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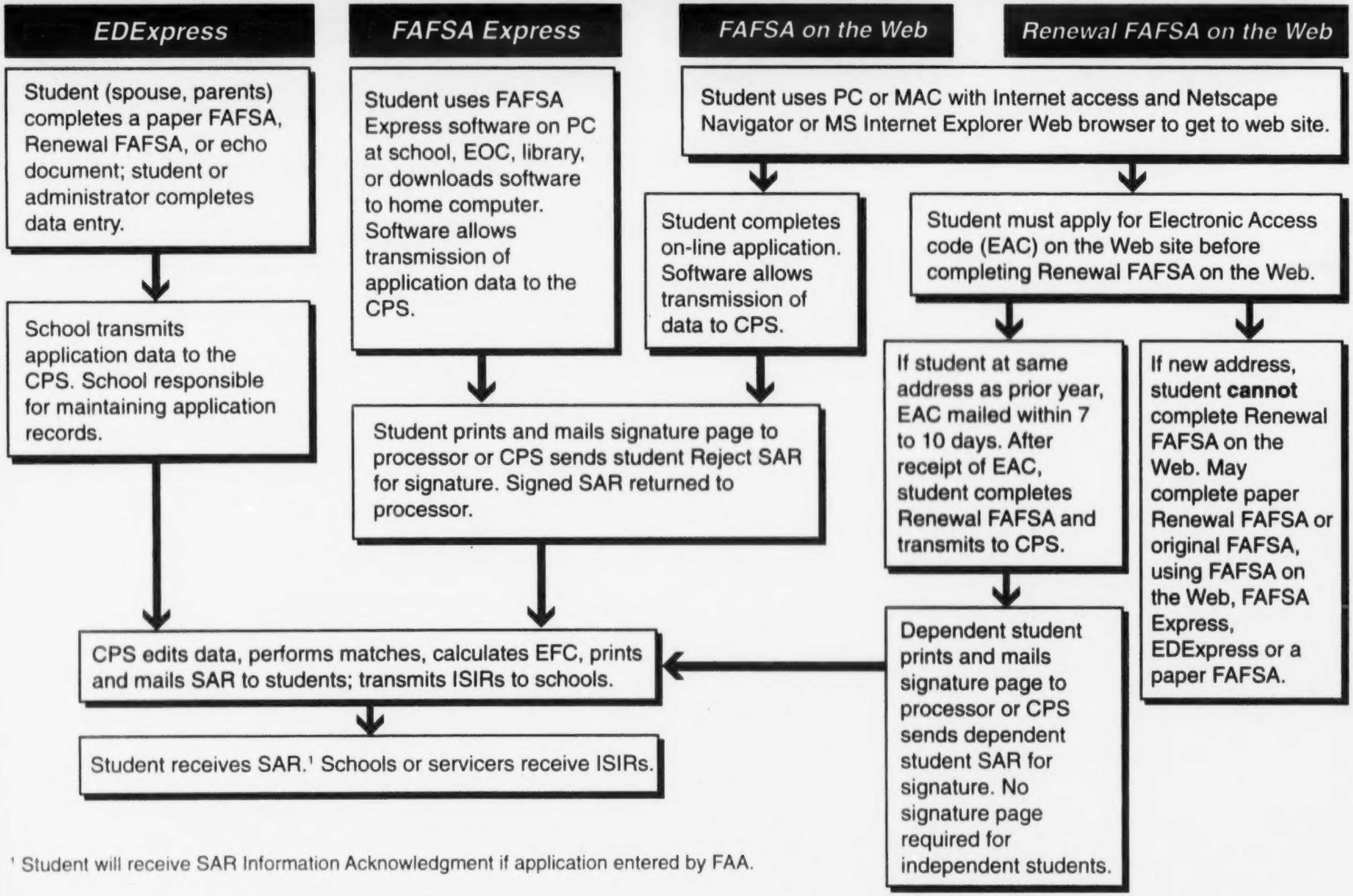
ELECTRONIC FLOW OF APPLICANT DATA



EDExpress

Student (spouse, parents) completes a paper FAFSA, Renewal FAFSA, or echo document; student or administrator completes data entry.

School transmits application data to the CPS. School responsible for maintaining application records.

FAFSA Express

Student uses FAFSA Express software on PC at school, EOC, library, or downloads software to home computer. Software allows transmission of application data to the CPS.

FAFSA on the Web

Renewal FAFSA on the Web

Student uses PC or MAC with Internet access and Netscape Navigator or MS Internet Explorer Web browser to get to web site.

Student completes on-line application. Software allows transmission of data to CPS.

Student prints and mails signature page to processor or CPS sends student Reject SAR for signature. Signed SAR returned to processor.

Student must apply for Electronic Access code (EAC) on the Web site before completing Renewal FAFSA on the Web.

If student at same address as prior year, EAC mailed within 7 to 10 days. After receipt of EAC, student completes Renewal FAFSA and transmits to CPS.

If new address, student **cannot** complete Renewal FAFSA on the Web. May complete paper Renewal FAFSA or original FAFSA, using FAFSA on the Web, FAFSA Express, EDExpress or a paper FAFSA.

Dependent student prints and mails signature page to processor or CPS sends dependent student SAR for signature. No signature page required for independent students.

CPS edits data, performs matches, calculates EFC, prints and mails SAR to students; transmits ISIRs to schools.

Student receives SAR.[1] Schools or servicers receive ISIRs.

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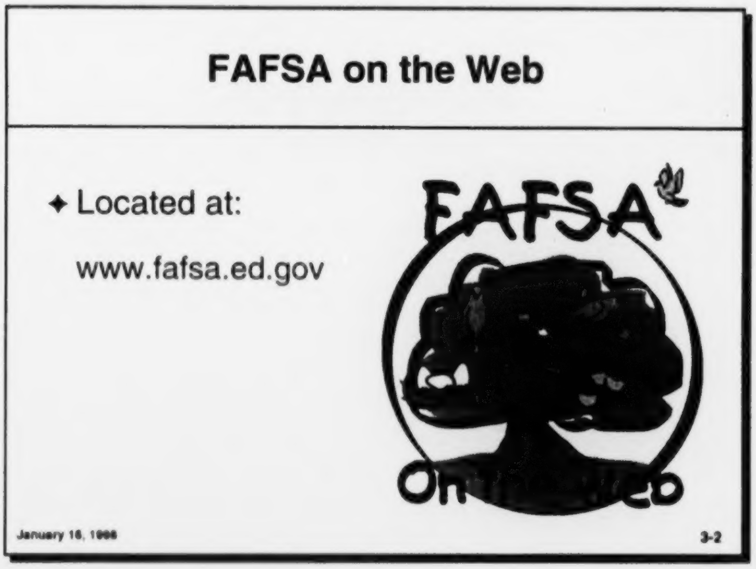
[1] Student will receive SAR Information Acknowledgment if application entered by FAA.



FAFSA on the Web

- ✦ Located at:

  www.fafsa.ed.gov

FAFSA
On the Web

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Notes

SETTING UP YOUR BROWSER

Netscape Navigator 3.0 - 3.04

1. Select **Options**.
   Select **Security Preferences** from the pull-down menu.
   Select tab called **General**.
   Make sure **Enable SSL v2** and **Enable SSL v3** boxes are checked.
2. Select **Options**.
   Select **Network Preferences** from the pull-down menu.
   Select tab called **Cache**.
   Make sure **Allow Persistent Caching of Pages through SSL** box is NOT checked.
3. Select **Options**.
   Select **Network Preferences** from the pull-down menu.
   Select tab called **Languages**.
   Make sure **Enable JavaScript** box is checked.

Netscape Navigator 4.0 - 4.03

1. Select **Window**.
   Select **Security Info** from the pull-down menu.
   Select **Navigator** from the list at the left.
   Scroll down to the category called **Advanced Security (SSL) Configuration**.
   Make sure **Enable SSL v3** box is checked.
   Click on **Configure SSL v3** button.
   Make sure **RC4 encryption with a 128-bit key and an MD5 MAC** is checked.
   Close the screens by clicking the OK button.
2. Select **Edit**.
   Select **Preferences** from the pull-down menu.
   Select **Advanced** from the category tree on the left.
   Make sure **Enable JavaScript** box is checked.
   Close screens by clicking the OK button.

Internet Explorer 4.0

1. Select **View**.
   Select **Internet Options** from the pull-down menu.
   Select **Advanced** from the tabs at the top of the dialog.
   Scroll down to the list of options and make sure the following are set:
   - **Security**
     - SSL 2.0 is checked
     - SSL 3.0 is checked
2. Select **Security** from the tabs at the top of the dialog.
   Select **Internet Zone** from the Zone drop down box.
   Select the **Medium (more secure)** check box.

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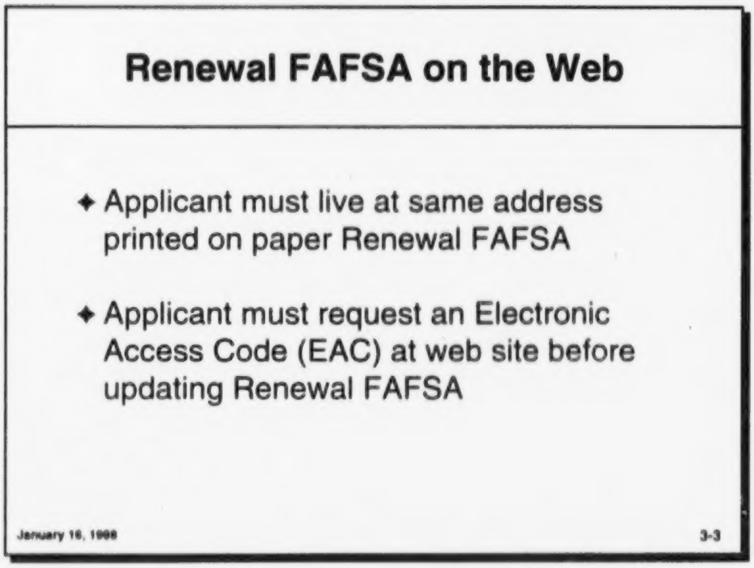
Notes



Renewal FAFSA on the Web

- Applicant must live at same address printed on paper Renewal FAFSA
- Applicant must request an Electronic Access Code (EAC) at web site before updating Renewal FAFSA

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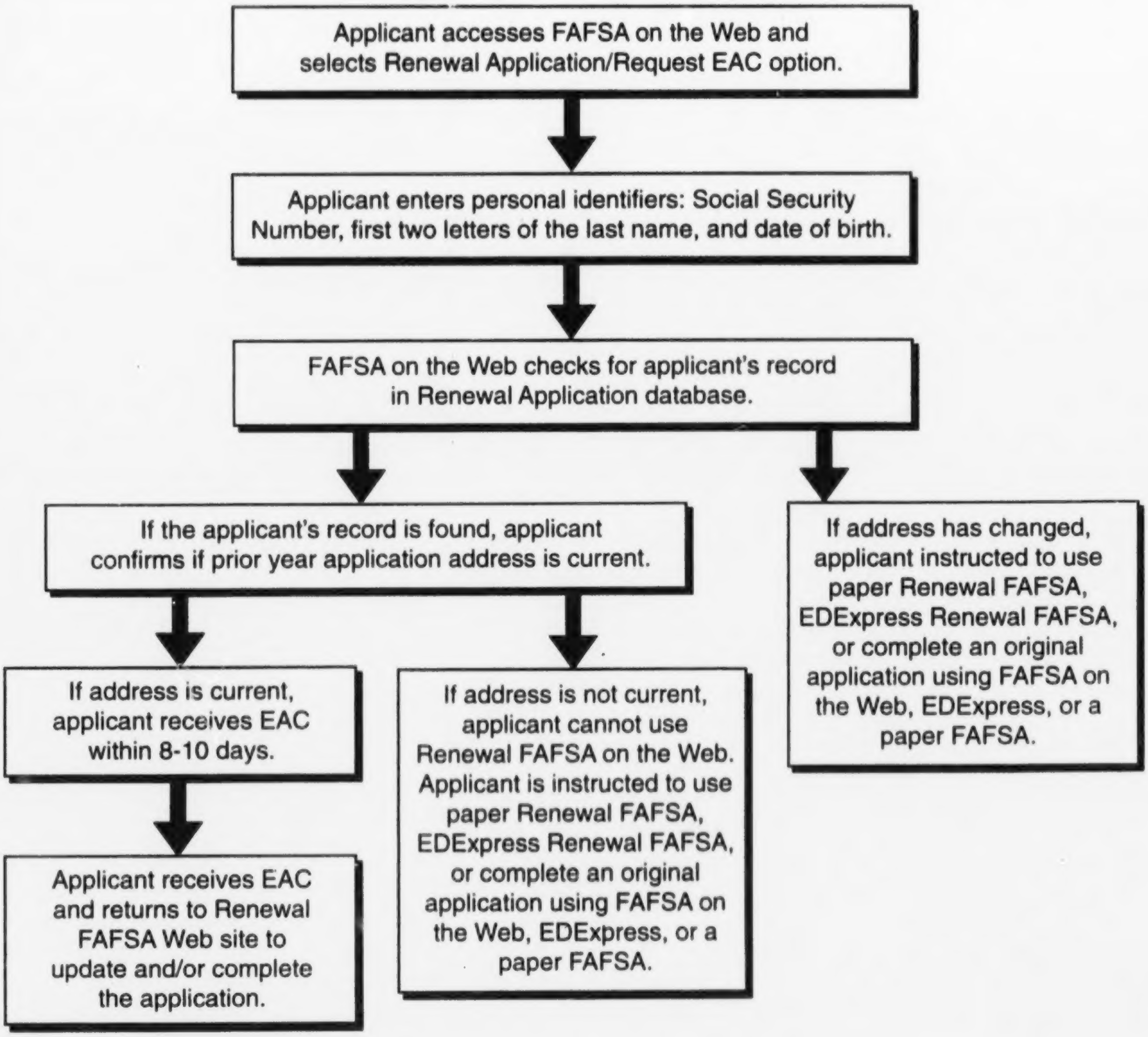
ELECTRONIC ACCESS CODE (EAC) PROCESS FOR USING RENEWAL FAFSA ON THE WEB



Applicant accesses FAFSA on the Web and selects Renewal Application/Request EAC option.

Applicant enters personal identifiers: Social Security Number, first two letters of the last name, and date of birth.

FAFSA on the Web checks for applicant's record in Renewal Application database.

If the applicant's record is found, applicant confirms if prior year application address is current.

If address has changed, applicant instructed to use paper Renewal FAFSA, EDExpress Renewal FAFSA, or complete an original application using FAFSA on the Web, EDExpress, or a paper FAFSA.

If address is current, applicant receives EAC within 8-10 days.

If address is not current, applicant cannot use Renewal FAFSA on the Web. Applicant is instructed to use paper Renewal FAFSA, EDExpress Renewal FAFSA, or complete an original application using FAFSA on the Web, EDExpress, or a paper FAFSA.

Applicant receives EAC and returns to Renewal FAFSA Web site to update and/or complete the application.

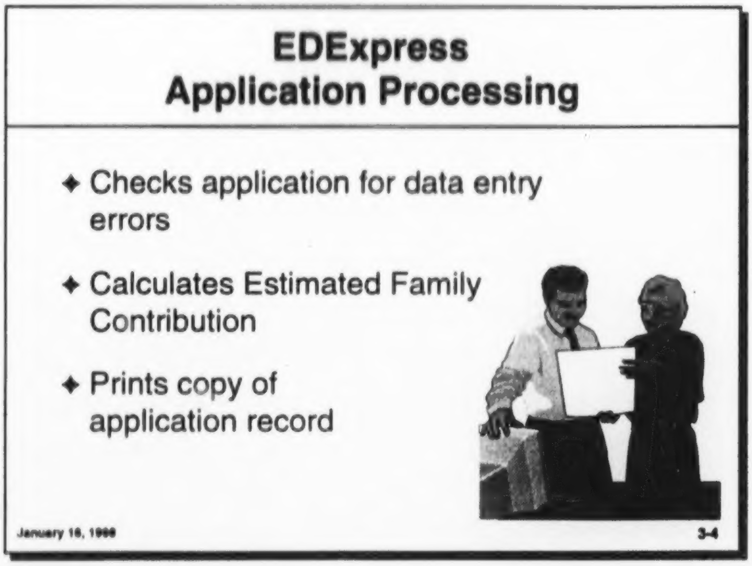
PARTICIPANT SIMULATIONS
HOW TO USE ED SOFTWARE IN THE TITLE IV APPLICATION PROCESS

- To help you become more acquainted with how to use ED software in the application process, we have developed simulations for you to complete.
- Before you begin, let's review the instructions for completing the simulations used in this training. The participant simulations consist of one or more short exercises that illustrate how to use ED's software. Each exercise contains pop-up text boxes that will guide you through the steps of the exercise. As you work through the steps, you must:

  1. Perform the activity described in the pop-up text window; or
  2. Click on the advance arrow (**→**) at the top of the pop-up text window.

- If you click on the advance arrow, the computer will complete the activity for you. If you want to return to a previous step, click on the reverse arrow (**←**) at the top of the pop-up text window.
- Each simulation is subdivided into topics. You can go to a particular topic by clicking on the topic button at the top of the pop-up text window and making a selection.
- After completing the simulations, you exit by clicking on the exit button at the top of the pop-up text window.
- These simulations will take approximately 80 minutes to complete. If you have any questions while working through these simulations, you should ask for assistance.

Notes



EDExpress Application Processing

- Checks application for data entry errors
- Calculates Estimated Family Contribution
- Prints copy of application record

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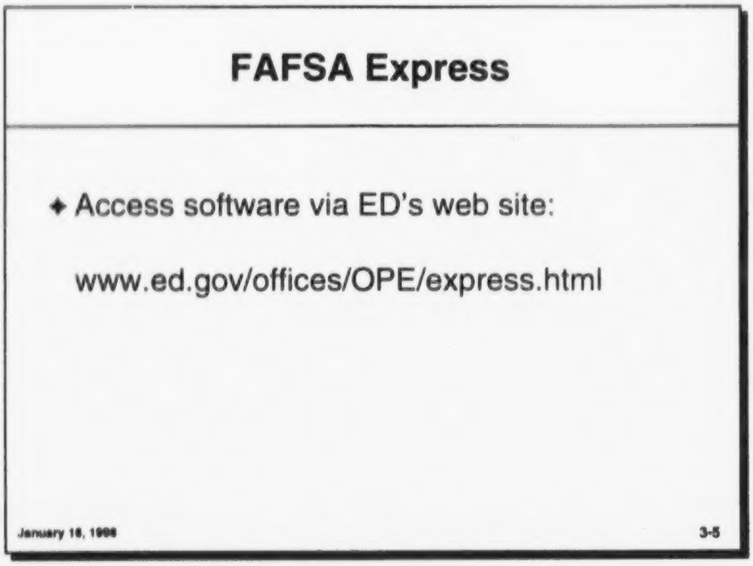

FAFSA Express

- Access software via ED's web site:

www.ed.gov/offices/OPE/express.html

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ADVANTAGES OF ELECTRONIC APPLICATION PROCESSING METHODS

FAFSA on the Web

Student Advantages	Notes
✦ Student enters own data using any computer (PC or Mac). ✦ Student able to save FAFSA data if unable to complete application during the initial entry. ✦ Program encrypted to ensure privacy.	✦ Needs PC or Mac with Internet access. ✦ Only accessible through domestic Netscape or MS Internet browsers. ✦ Needs printer to print signature page; if no signature page is printed, CPS will print and mail out a reject SAR to student within 6 days. ✦ If applicant prints signature page, CPS will hold the record and wait for the signature page for a maximum of 14 calendar days. Once the page is received, the CPS will process, print, and mail out a SAR to student within 6 days.

School Advantage	Notes
✦ School not required to maintain application records.	✦ Needs PC or Mac with Internet access.

Renewal FAFSA on the Web

Student Advantages	Notes
✦ Student only updates data element items that have changed. ✦ Independent students do not need to submit a signature page. CPS will process, print, and mail out a SAR to student within 6 days.	✦ Applicants cannot use if they have moved from prior application address. ✦ Students must first request Electronic Access Code (EAC) before completing Renewal Application. ✦ ED responds to EAC request by mail within 8–10 days. ✦ Dependent students need to submit a parent signature page. If dependent applicant prints signature page, CPS will hold the record and wait for the signature page for a maximum of 14 calendar days. Once the page is received, the CPS will process, print, and mail out a SAR to student within 6 days.

School Advantage	Notes
(Same as FAFSA on the Web)	(Same as FAFSA on the Web)

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ADVANTAGES OF ELECTRONIC APPLICATION PROCESSING METHODS (CONT'D)

EDExpress for Windows

Student Advantages	Notes
✦ Student can request copy of the entry record. ✦ Estimated EFC is calculated at the time of initial application entry.	✦ Student must enter data at school.

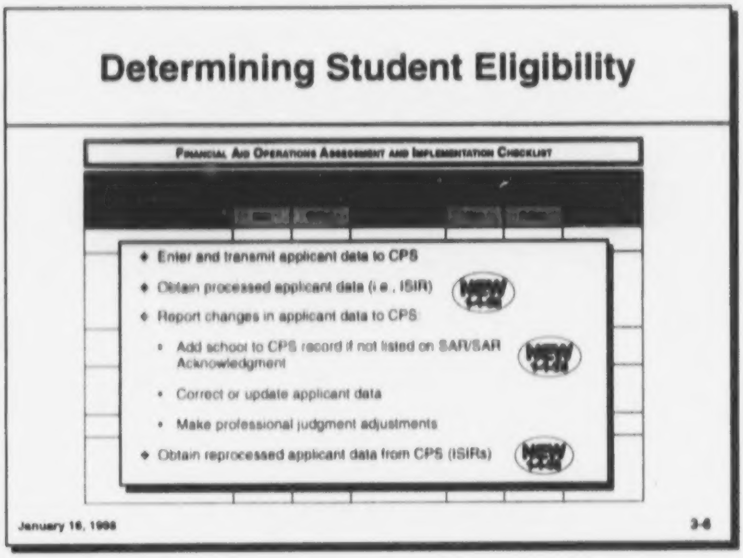
School Advantages	Notes
✦ School sets reject, dependency, and assumption override codes. ✦ Software calculates estimated EFC and taxes paid. ✦ School can control data entry process. ✦ Processed results returned within 72 hours.	✦ Needs office space and equipment. ✦ Staff needed for data entry of application information. ✦ Student must provide all FAFSA information before data are entered. ✦ School must maintain application record including original FAFSA signature.

FAFSA Express

Student Advantages	Notes
✦ Application layout is the same as the paper FAFSA. ✦ Student enters own data using any IBM-compatible PC with a modem. ✦ Software can be downloaded from the ED World Wide Web page. ✦ Student may save data onto diskette.	✦ Data cannot be saved onto computer's hard drive. ✦ Needs printer to print signature page; if no signature page is printed, CPS will print and mail out a reject SAR to student within 6 days. ✦ If applicant prints signature page, CPS will hold the record and wait for the signature page for a maximum of 14 calendar days. Once the page is received, the CPS will process, print, and mail out a SAR to student within 6 days.

School Advantage	Notes
✦ School is not required to maintain application records.	✦ Needs printer to print signature page.

Notes



Determining Student Eligibility

FINANCIAL AID OPERATIONS ASSESSMENT AND IMPLEMENTATION CHECKLIST

- Enter and transmit applicant data to CPS
- Obtain processed applicant data (i.e., ISIR)
- Report changes in applicant data to CPS
  - Add school to CPS record if not listed on SAR/SAR Acknowledgment
  - Correct or update applicant data
  - Make professional judgment adjustments
- Obtain reprocessed applicant data from CPS (ISIRs)

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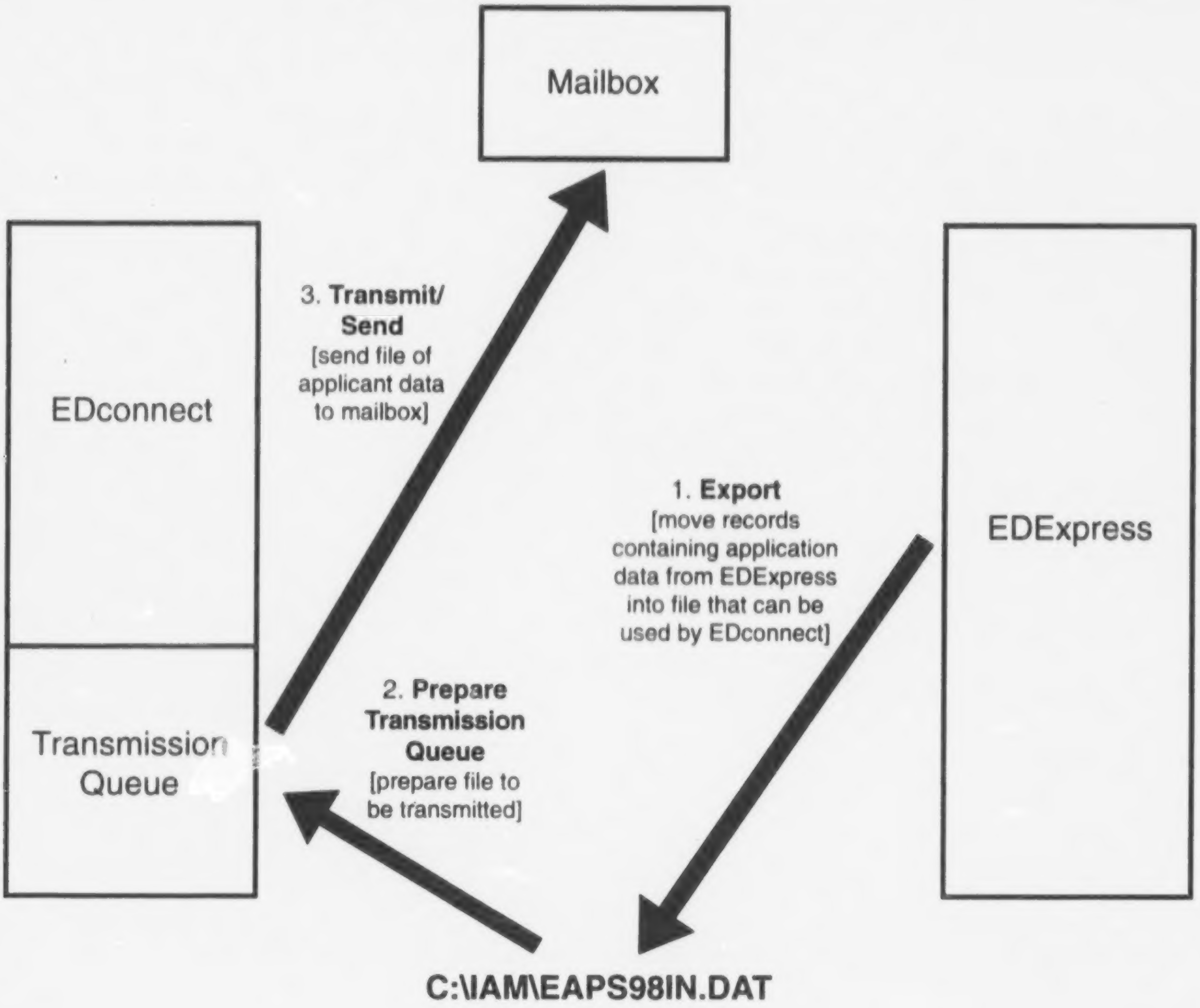
SENDING APPLICATIONS TO THE TITLE IV WAN


Mailbox
EDconnect
Transmission Queue
EDExpress

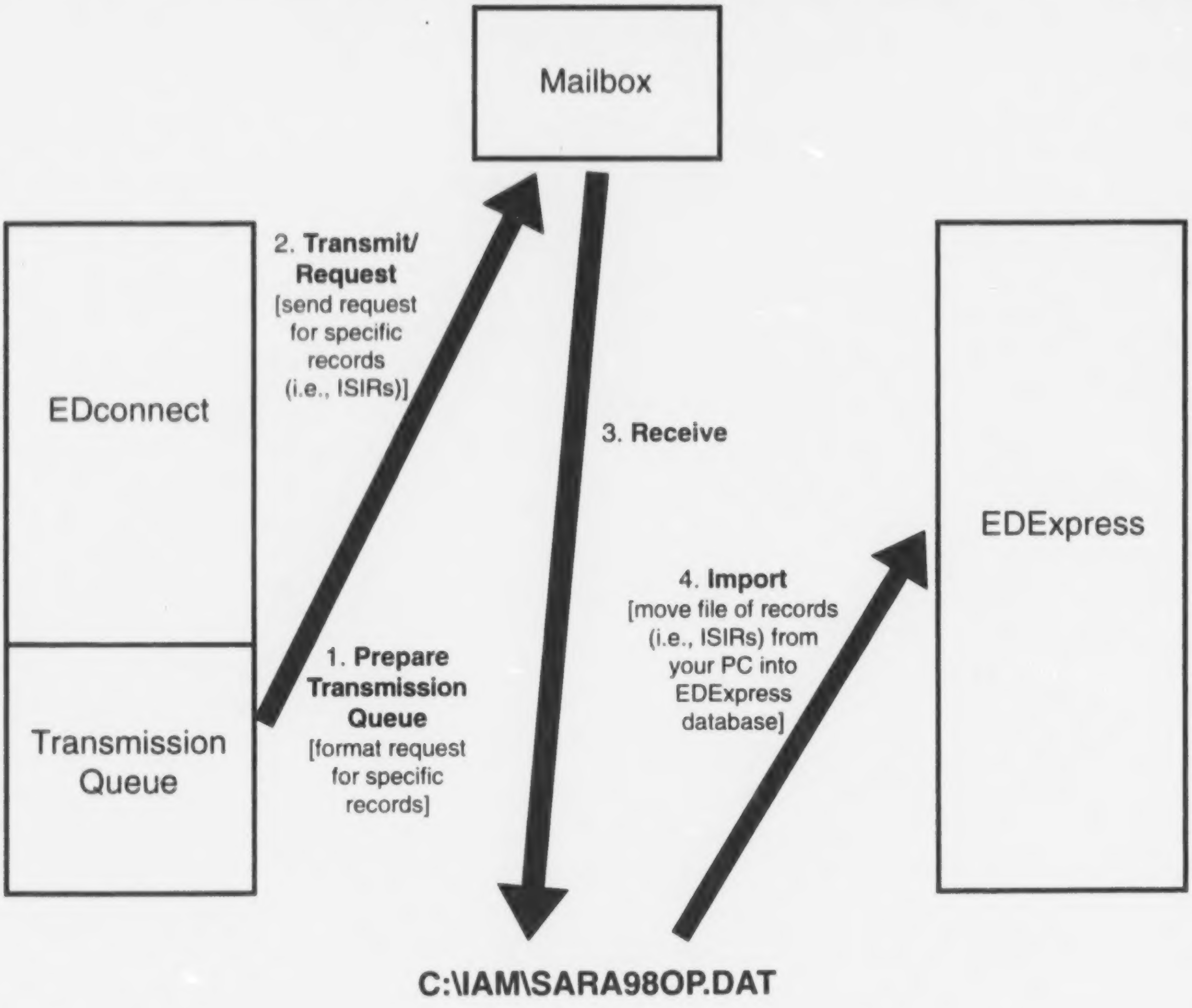
1. **Export** [move records containing application data from EDExpress into file that can be used by EDconnect]

2. **Prepare Transmission Queue** [prepare file to be transmitted]

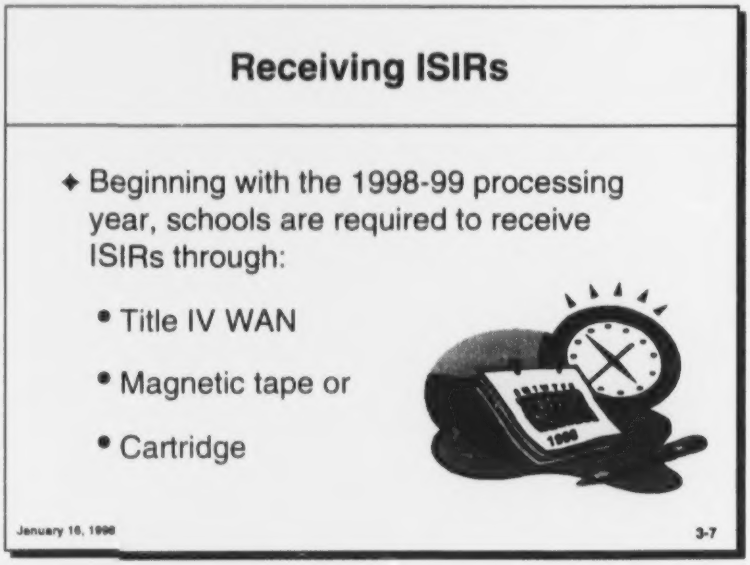
3. **Transmit/ Send** [send file of applicant data to mailbox]

C:\IAM\EAPS98IN.DAT

RETRIEVING ISIRS FROM THE TITLE IV WAN


Mailbox
EDconnect
Transmission Queue
EDExpress
2. **Transmit/ Request** [send request for specific records (i.e., ISIRs)]
3. **Receive**
1. **Prepare Transmission Queue** [format request for specific records]
4. **Import** [move file of records (i.e., ISIRs) from your PC into EDExpress database]
C:\IAM\SARA98OP.DAT

Notes



Receiving ISIRs

- Beginning with the 1998-99 processing year, schools are required to receive ISIRs through:
  - Title IV WAN
  - Magnetic tape or
  - Cartridge

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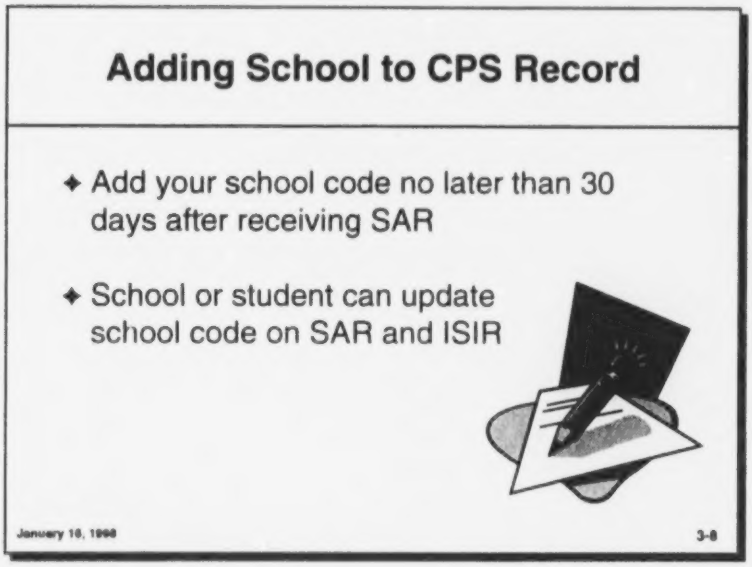
MESSAGE CLASSES FOR ISIRs

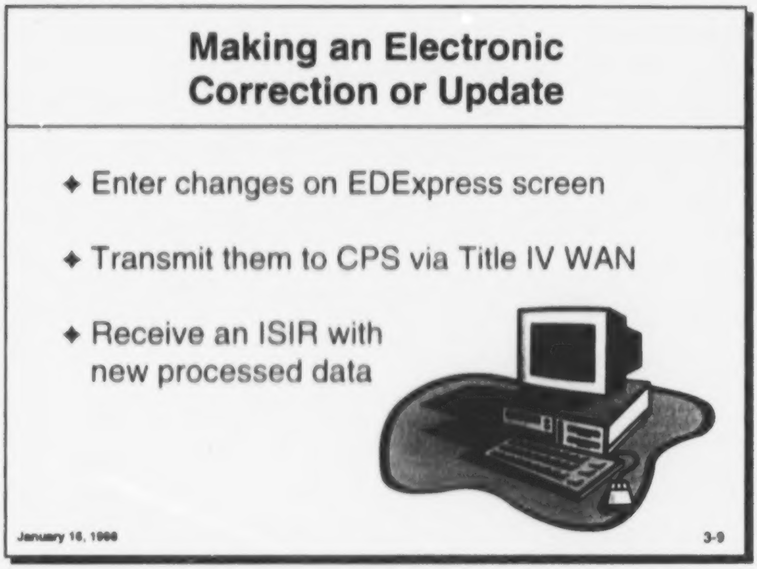
Code	Description
SARA990P	Automatic Institutional Student Information Records
EAPS990P	Electronic Initial Applications
REAP990P	Renewal Applications
SARR990P	Corrections
CUPS990P	Duplicate Requests

Notes



Adding School to CPS Record

- Add your school code no later than 30 days after receiving SAR
- School or student can update school code on SAR and ISIR



Making an Electronic Correction or Update

- Enter changes on EDExpress screen
- Transmit them to CPS via Title IV WAN
- Receive an ISIR with new processed data

Notes

SESSION 4

STUDENT ELIGIBILITY

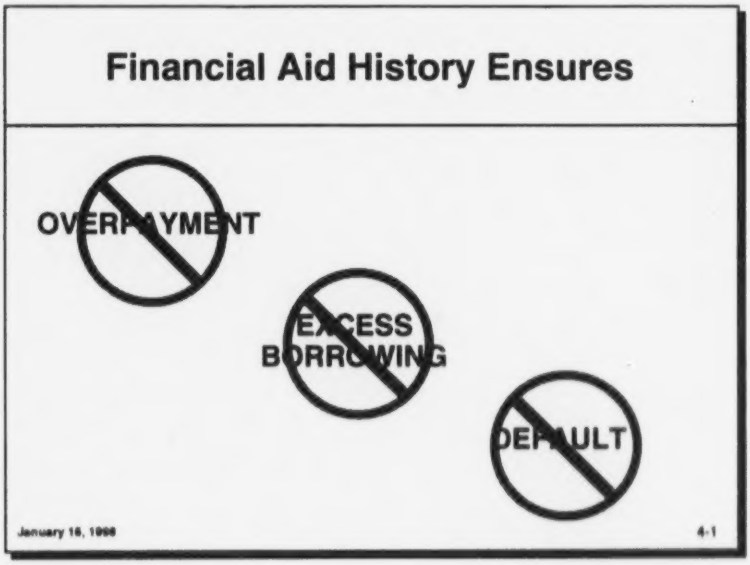
OVERVIEW

A. NSLDS and Financial Aid History
  1. Obtaining Financial Aid History Information
    a. Financial Aid History From the ISIR and SAR
    b. FAT Data on the SAR/ISIR
    c. Obtaining Financial Aid History Information From Batch Files
    d. Obtaining Financial Aid History Information Using On-Line Query
C. Borrower Tracking
  1. Type of Data Within Borrower Tracking
  2. Postscreening
D. Overview of EDExpress Packaging
  1. Instructor Demonstration on Packaging
  2. Participant Simulation on Packaging
E. Direct Loans and EDExpress Software

SOURCES FOR FURTHER STUDY

- Federal Regulations 34 CFR, Part 668, Subpart B
- Federal Register, November 29, 1996 (Student Assistance General Provisions; Changes in administrative capability standards)
- 1998-99 Action Letter #2, Dear Colleague Letter GEN-97-11 (Guidance on the use of electronic processes to meet administrative capabilities)
- Dear Colleague Letter GEN-96-13 (Availability of NSLDS)
- A Guide to 1998-99 SARs and ISIRs
- 1998-99 Direct Loan Trainee Guide
- NSLDS—Paperless Link

Notes



Financial Aid History Ensures

OVERPAYMENT
EXCESS BORROWING
DEFAULT

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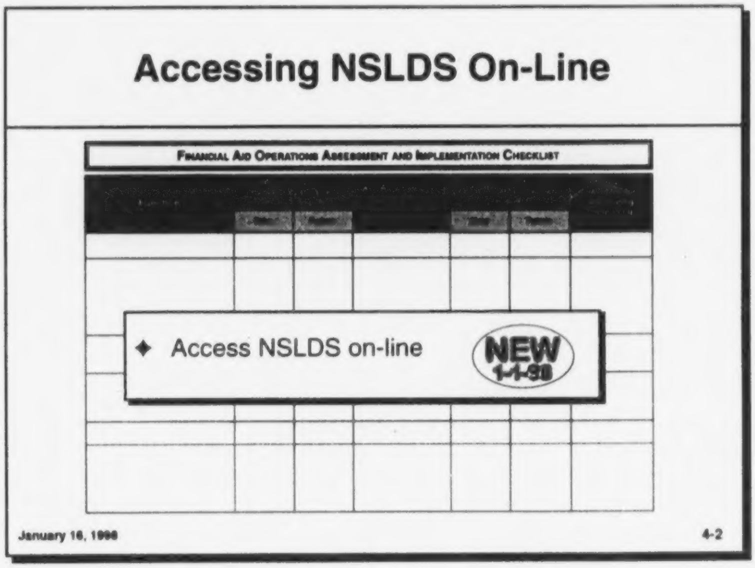

Accessing NSLDS On-Line

FINANCIAL AID OPERATIONS ASSESSMENT AND IMPLEMENTATION CHECKLIST

- Access NSLDS on-line

NEW 1-1-98

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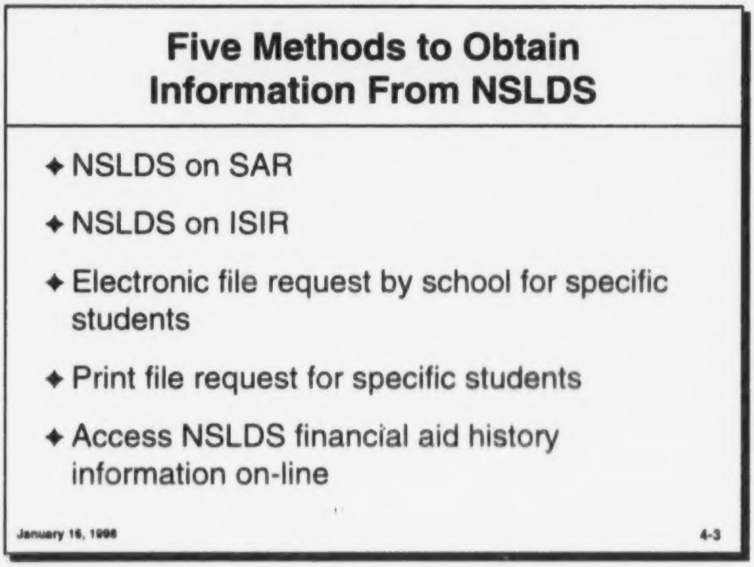
Notes



Five Methods to Obtain Information From NSLDS

- NSLDS on SAR
- NSLDS on ISIR
- Electronic file request by school for specific students
- Print file request for specific students
- Access NSLDS financial aid history information on-line

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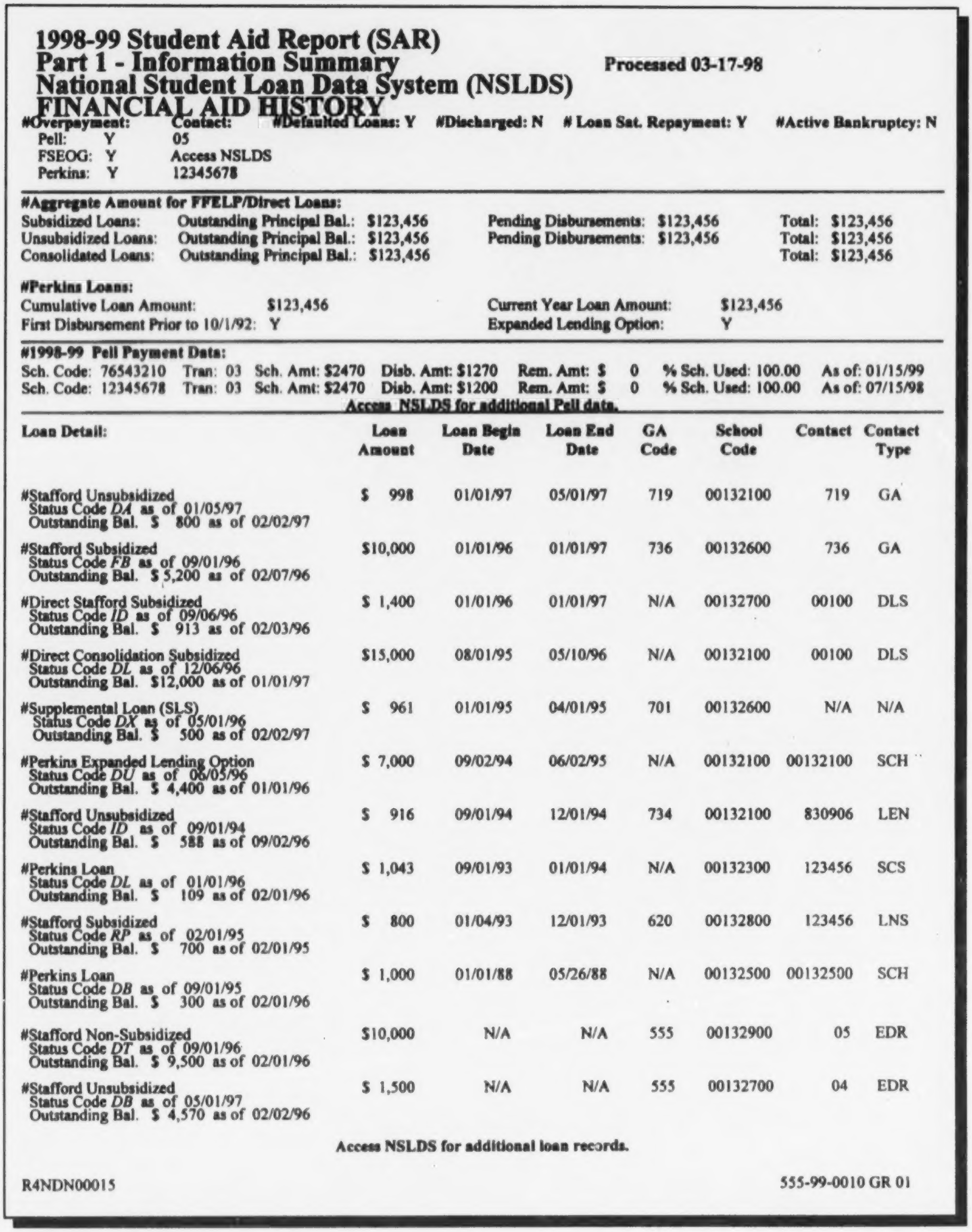

1998-99 Student Aid Report (SAR)
Part 1 - Information Summary

Processed 03-17-98

National Student Loan Data System (NSLDS)
FINANCIAL AID HISTORY

#Overpayment: **Contact:** **#Defaulted Loans: Y** **#Discharged: N** **# Loan Sat. Repayment: Y** **#Active Bankruptcy: N**
Pell: Y 05
FSEOG: Y Access NSLDS
Perkins: Y 12345678

#Aggregate Amount for FFELP/Direct Loans:

Subsidized Loans:	Outstanding Principal Bal.:	$123,456	Pending Disbursements:	$123,456	Total:	$123,456
Unsubsidized Loans:	Outstanding Principal Bal.:	$123,456	Pending Disbursements:	$123,456	Total:	$123,456
Consolidated Loans:	Outstanding Principal Bal.:	$123,456			Total:	$123,456

#Perkins Loans:

Cumulative Loan Amount:	$123,456	Current Year Loan Amount:	$123,456
First Disbursement Prior to 10/1/92:	Y	Expanded Lending Option:	Y

#1998-99 Pell Payment Data:

Sch. Code: 76543210 Tran: 03 Sch. Amt: $2470 Disb. Amt: $1270 Rem. Amt: $ 0 % Sch. Used: 100.00 As of: 01/15/99
Sch. Code: 12345678 Tran: 03 Sch. Amt: $2470 Disb. Amt: $1200 Rem. Amt: $ 0 % Sch. Used: 100.00 As of: 07/15/98

Access NSLDS for additional Pell data.

Loan Detail:	**Loan Amount**	**Loan Begin Date**	**Loan End Date**	**GA Code**	**School Code**	**Contact**	**Contact Type**
#Stafford Unsubsidized Status Code *DA* as of 01/05/97 Outstanding Bal. $ 800 as of 02/02/97	$ 998	01/01/97	05/01/97	719	00132100	719	GA
#Stafford Subsidized Status Code *FB* as of 09/01/96 Outstanding Bal. $ 5,200 as of 02/07/96	$10,000	01/01/96	01/01/97	736	00132600	736	GA
#Direct Stafford Subsidized Status Code *ID* as of 09/06/96 Outstanding Bal. $ 913 as of 02/03/96	$ 1,400	01/01/96	01/01/97	N/A	00132700	00100	DLS
#Direct Consolidation Subsidized Status Code *DL* as of 12/06/96 Outstanding Bal. $12,000 as of 01/01/97	$15,000	08/01/95	05/10/96	N/A	00132100	00100	DLS
#Supplemental Loan (SLS) Status Code *DX* as of 05/01/96 Outstanding Bal. $ 500 as of 02/02/97	$ 961	01/01/95	04/01/95	701	00132600	N/A	N/A
#Perkins Expanded Lending Option Status Code *DU* as of 06/05/96 Outstanding Bal. $ 4,400 as of 01/01/96	$ 7,000	09/02/94	06/02/95	N/A	00132100	00132100	SCH
#Stafford Unsubsidized Status Code *ID* as of 09/01/94 Outstanding Bal. $ 588 as of 09/02/96	$ 916	09/01/94	12/01/94	734	00132100	830906	LEN
#Perkins Loan Status Code *DL* as of 01/01/96 Outstanding Bal. $ 109 as of 02/01/96	$ 1,043	09/01/93	01/01/94	N/A	00132300	123456	SCS
#Stafford Subsidized Status Code *RP* as of 02/01/95 Outstanding Bal. $ 700 as of 02/01/95	$ 800	01/04/93	12/01/93	620	00132800	123456	LNS
#Perkins Loan Status Code *DB* as of 09/01/95 Outstanding Bal. $ 300 as of 02/01/96	$ 1,000	01/01/88	05/26/88	N/A	00132500	00132500	SCH
#Stafford Non-Subsidized Status Code *DT* as of 09/01/96 Outstanding Bal. $ 9,500 as of 02/01/96	$10,000	N/A	N/A	555	00132900	05	EDR
#Stafford Unsubsidized Status Code *DB* as of 05/01/97 Outstanding Bal. $ 4,570 as of 02/02/96	$ 1,500	N/A	N/A	555	00132700	04	EDR

Access NSLDS for additional loan records.

R4NDN00015

555-99-0010 GR 01

Notes

Status Codes for Discharged Flag

- DE = Death, loan discharged
- DI = Disability, loan discharged
- DD = Defaulted, then died – loan discharged
- DS = Defaulted, then disabled – loan discharged

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SAR Loan Detail Section Contact Type Codes

- SCH = School
- LEN = Lender
- DLS = Federal Direct Loan Servicer
- EDR = ED Region
- GA = Guaranty Agency
- SCS = School Servicer
- N/A = Not Applicable

January 16, 1998 4-5

Notes

Financial Aid History Page Not Generated

- ✦ Record is rejected in CPS processing
- ✦ No previous Title IV history
- ✦ NSLDS data are no longer relevant
- ✦ Data match incomplete—student not identified

January 16, 1998

FAT Information From Batch Files

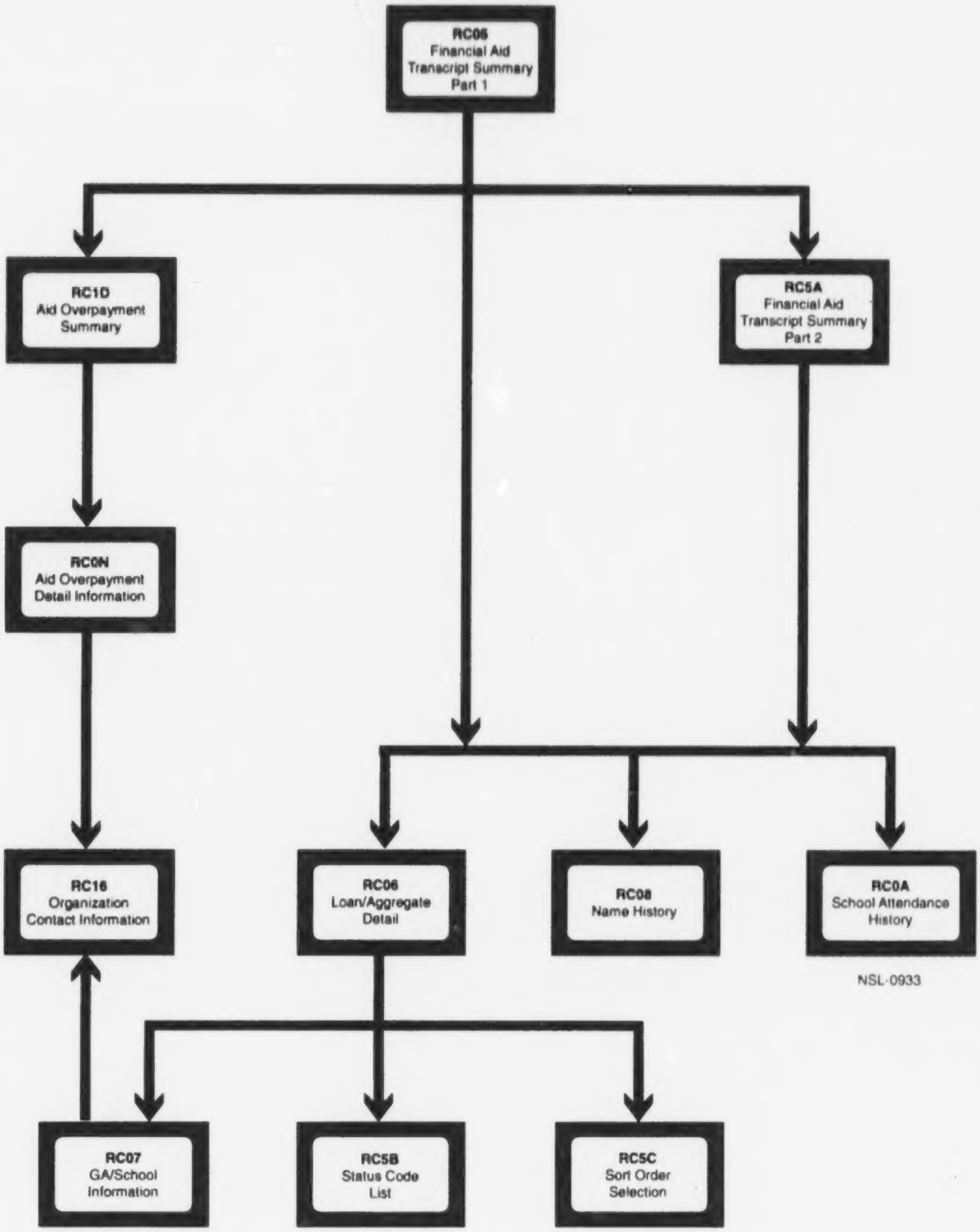
- ✦ FAT batch output files are available as:
  - A report formatted for printing; and
  - An extract file

January 16, 1998

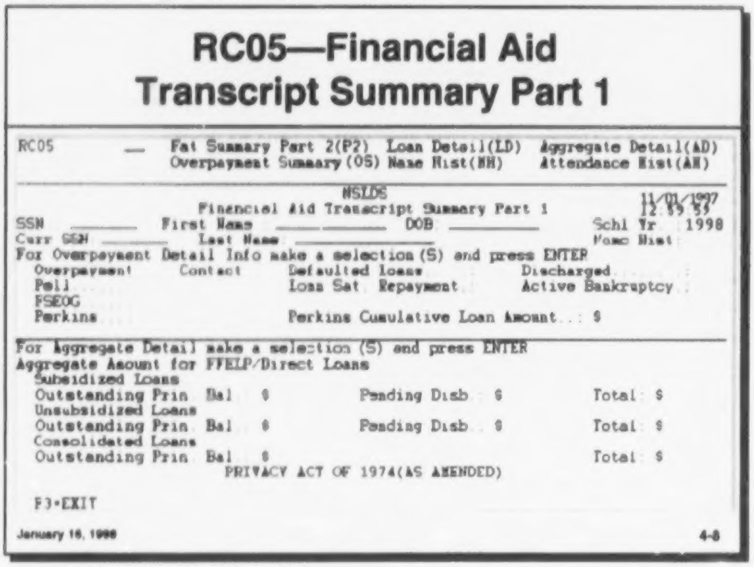
NSLDS FINANCIAL AID TRANSCRIPT SUMMARY SCREEN MENU IDENTIFICATION

Screen Number	Screen Title	Related Action Codes
RC05	Financial Aid Transcript Summary Part 1 (Main Menu)	P2, LD, AD, OS, NH, AH
RC5A	Financial Aid Transcript Summary Part 2 (P2)	LD, NH, AH
RC06	Loan Detail/Aggregate Detail (LD, AD)	GS
RC5B	Status Code List	—
RC5C	Sort Order Selection	—
RC07	GA/School Information (GS)	OC
RC1D	Aid Overpayment Summary (OS)	OD
RC0N	Aid Overpayment Detail Information (OD)	OC
RC08	Name History (NH)	—
RC0A	School Attendance History (AH)	—
RC16	Organization Contact Information (OC)	—

FLOWCHART OF ON-LINE FAT FUNCTIONS IN NSLDS


RC05
Financial Aid
Transcript Summary
Part 1
RC1D
Aid Overpayment
Summary
RC5A
Financial Aid
Transcript Summary
Part 2
RC0N
Aid Overpayment
Detail Information
RC16
Organization
Contact Information
RC06
Loan/Aggregate
Detail
RC08
Name History
RC0A
School Attendance
History
NSL-0933
RC07
GA/School
Information
RC5B
Status Code
List
RC5C
Sort Order
Selection

Notes

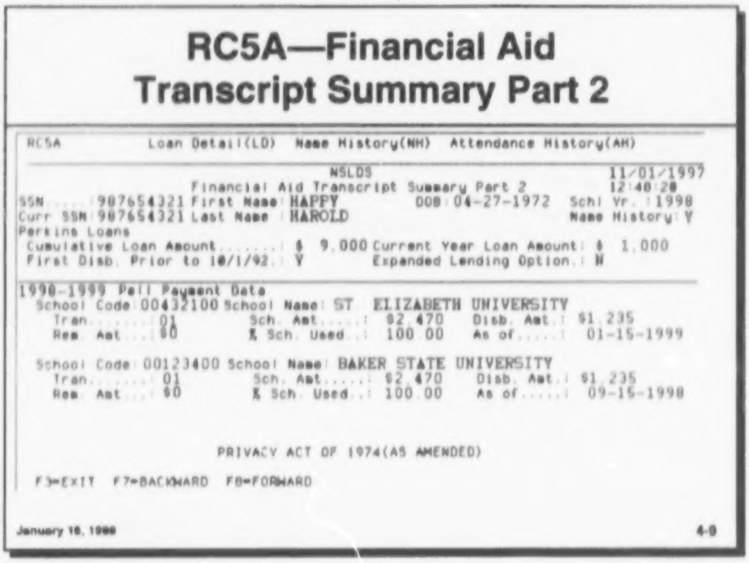


RC05—Financial Aid Transcript Summary Part 1

```
RC05      _   Fat Summary Part 2(P2)  Loan Detail(LD)  Aggregate Detail(AD)
              Overpayment Summary(OS) Name Hist(NH)    Attendance Hist(AH)
-----------------------------------------------------------------------------
                                NSLDS                               11/01/1997
                  Financial Aid Transcript Summary Part 1            12:59:53
SSN  _______  First Name  ___________  DOB  __________      Schl Yr  : 1998
Curr SSN _______   Last Name  _______________               Name Hist:
For Overpayment Detail Info make a selection (S) and press ENTER
  Overpayment     Contact      Defaulted loans      :   Discharged.......:
  Pell......                   Loan Sat  Repayment  :   Active Bankruptcy:
  FSEOG.....
  Perkins...                   Perkins Cumulative Loan Amount..: $
-----------------------------------------------------------------------------
For Aggregate Detail make a selection (S) and press ENTER
Aggregate Amount for FFELP/Direct Loans
  Subsidized Loans
  Outstanding Prin  Bal : $          Pending Disb : $          Total: $
  Unsubsidized Loans
  Outstanding Prin  Bal : $          Pending Disb : $          Total: $
  Consolidated Loans
  Outstanding Prin  Bal : $                                    Total: $
                       PRIVACY ACT OF 1974(AS AMENDED)

  F3=EXIT
```

January 16, 1998 4-8



RC5A—Financial Aid Transcript Summary Part 2

```
RC5A         Loan Detail(LD)  Name History(NH)  Attendance History(AH)
-----------------------------------------------------------------------------
                                NSLDS                              11/01/1997
                 Financial Aid Transcript Summary Part 2            12:40:28
SSN.....:987654321 First Name:HAPPY          DOB:04-27-1972  Schl Yr. :1998
Curr SSN:987654321 Last Name :HAROLD                          Name History:Y
Perkins Loans
 Cumulative Loan Amount.......: $  9,000 Current Year Loan Amount: $  1,000
 First Disb. Prior to 10/1/92.: Y        Expanded Lending Option.: N
-----------------------------------------------------------------------------
1998-1999 Pell Payment Data
  School Code:00432100 School Name: ST  ELIZABETH UNIVERSITY
    Tran.......:01          Sch. Amt.....:  $2,470    Disb. Amt.: $1,235
    Rem. Amt...:$0          % Sch. Used..:  100.00    As of.....:  01-15-1999

  School Code: 00123400 School Name: BAKER STATE UNIVERSITY
    Tran.......: 01         Sch. Amt.....:  $2,470    Disb. Amt.: $1,235
    Rem. Amt...: $0         % Sch. Used..:  100.00    As of.....:  09-15-1998


                    PRIVACY ACT OF 1974(AS AMENDED)

  F3=EXIT  F7=BACKWARD  F8=FORWARD
```

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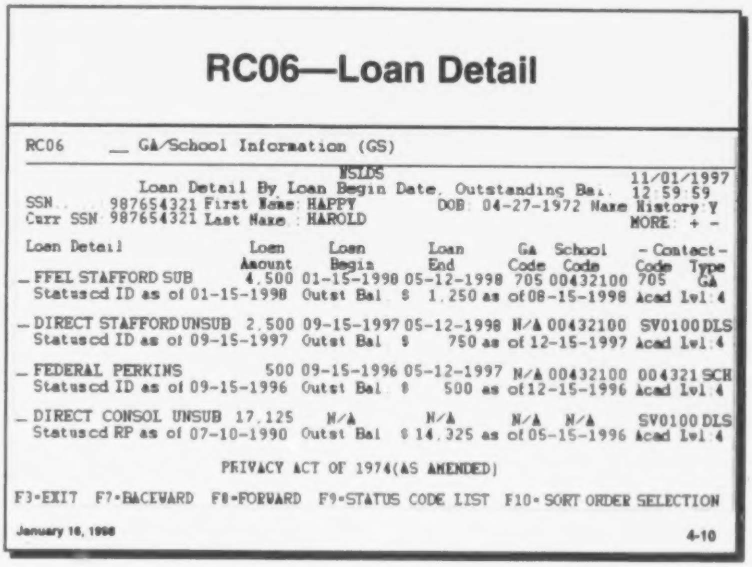
Notes



RC06—Loan Detail

```
RC06      _ GA/School Information (GS)
                                   NSLDS                              11/01/1997
             Loan Detail By Loan Begin Date, Outstanding Ba.          12:59:59
SSN        987654321 First Name: HAPPY          DOB: 04-27-1972 Name History:Y
Curr SSN: 987654321 Last Name : HAROLD                                MORE: + -

Loan Detail                  Loan     Loan         Loan      GA  School    -Contact-
                            Amount    Begin        End      Code  Code     Code  Type
_FFEL STAFFORD SUB           4,500 01-15-1998 05-12-1998  705 00432100  705     GA
 Statuscd ID as of 01-15-1998  Outst Bal  $  1,250 as of 08-15-1998 Acad Lvl:4

_DIRECT STAFFORD UNSUB       2,500 09-15-1997 05-12-1998  N/A 00432100  SV0100 DLS
 Statuscd ID as of 09-15-1997  Outst Bal  $    750 as of 12-15-1997 Acad Lvl:4

_FEDERAL PERKINS               500 09-15-1996 05-12-1997  N/A 00432100  004321 SCH
 Statuscd ID as of 09-15-1996  Outst Bal  $    500 as of 12-15-1996 Acad Lvl:4

_DIRECT CONSOL UNSUB        17,125    N/A        N/A      N/A   N/A     SV0100 DLS
 Statuscd RP as of 07-10-1990  Outst Bal  $ 14,325 as of 05-15-1996 Acad Lvl:4

                         PRIVACY ACT OF 1974(AS AMENDED)

F3=EXIT  F7=BACKWARD  F8=FORWARD  F9=STATUS CODE LIST  F10=SORT ORDER SELECTION
```

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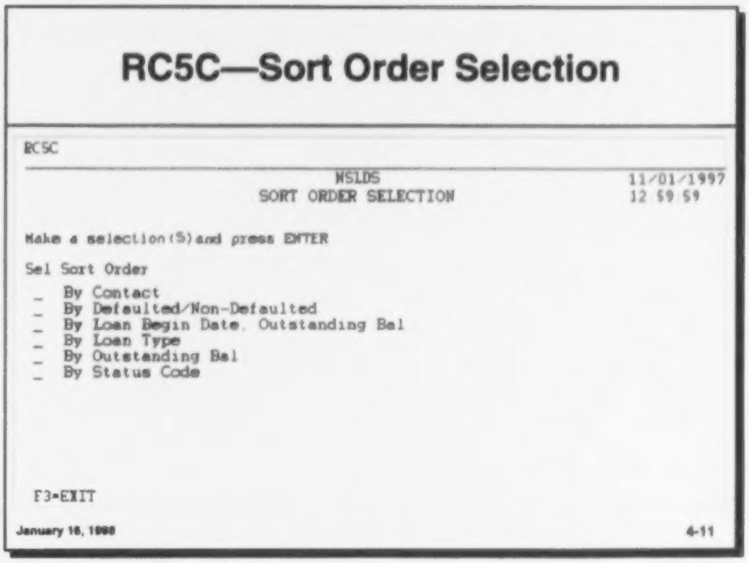
RC5B—NSLDS STATUS CODE LIST

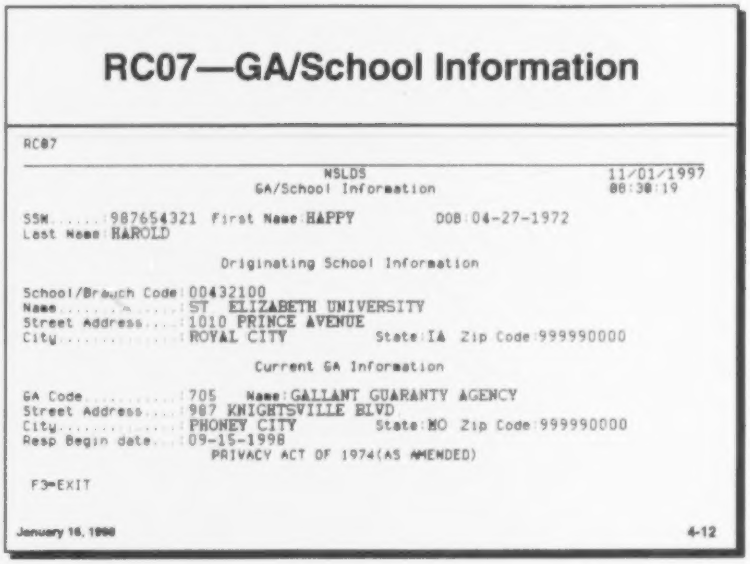
Status Code	Description
AE	Assigned to U.S. Department of Education
BC	Bankruptcy Claim, Discharged
BK	Bankruptcy Claim, Active
CA	Cancelled
DA	Deferred
DB	Defaulted, Then Bankrupt, Active, Chapter 13
DC	Defaulted, Compromise
DD	Defaulted, Then Died
DE	Death
DI	Disability
DK	Defaulted, Then Bankrupt, Discharged, Chapter 13
DL	Defaulted, In Litigation
DO	Defaulted, Then Bankrupt, Active, Other
DP	Defaulted, Paid in Full
DS	Defaulted, Then Disabled
DT	Defaulted, Collection Terminated
DU	Defaulted, Unresolved
DW	Defaulted, Write-Off
DX	Defaulted, Six Consecutive Payments
FB	Forbearance
ID	In School or Grace Period
OD	Defaulted, then Bankrupt, Discharged, Other
PC	Paid In Full Through Consolidation Loan
PF	Paid In Full
RF	Refinanced
RP	In Repayment
UI	Unreinsured

Notes



RC5C—Sort Order Selection

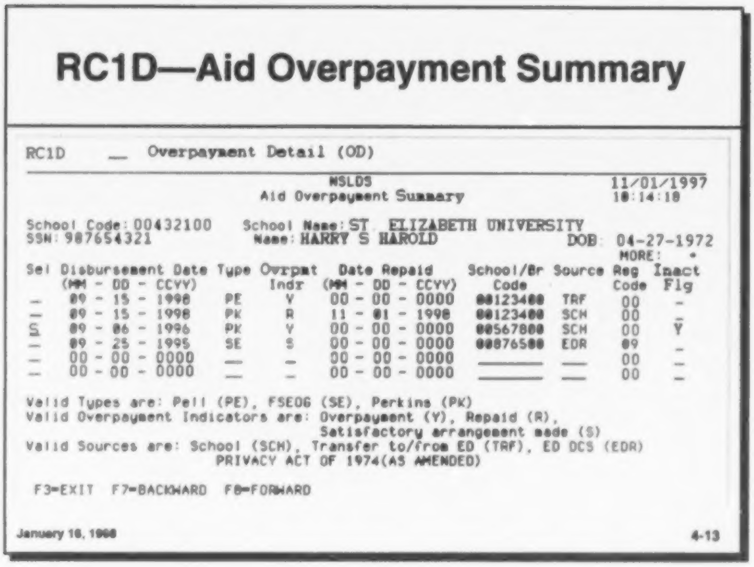
```
RC5C
                                  NSLDS                           11/01/1997
                          SORT ORDER SELECTION                    12 59 59

Make a selection(S)and press ENTER

Sel Sort Order
 _   By Contact
 _   By Defaulted/Non-Defaulted
 _   By Loan Begin Date, Outstanding Bal
 _   By Loan Type
 _   By Outstanding Bal
 _   By Status Code



 F3=EXIT
```



RC07—GA/School Information

```
RC07
                                  NSLDS                           11/01/1997
                          GA/School Information                   08:30:19

SSN......:987654321  First Name:HAPPY          DOB:04-27-1972
Last Name:HAROLD

                     Originating School Information

School/Branch Code:00432100
Name..............:ST  ELIZABETH UNIVERSITY
Street Address....:1010 PRINCE AVENUE
City..............:ROYAL CITY             State:IA  Zip Code:999990000

                         Current GA Information

GA Code...........:705    Name:GALLANT GUARANTY AGENCY
Street Address....:987 KNIGHTSVILLE BLVD
City..............:PHONEY CITY            State:MO  Zip Code:999990000
Resp Begin date...:09-15-1998
                     PRIVACY ACT OF 1974(AS AMENDED)

 F3=EXIT
```

Notes



RC1D—Aid Overpayment Summary

```
RC1D    _  Overpayment Detail (OD)
________________________________________________________________________________
                              NSLDS                                  11/01/1997
                   Aid Overpayment Summary                           10:14:10

School Code:00432100   School Name:ST  ELIZABETH UNIVERSITY
SSN:987654321               Name:HARRY S HAROLD                  DOB: 04-27-1972
                                                                     MORE:  +
Sel Disbursement Date Type Ovrpmt  Date Repaid    School/Br Source Reg  Inact
     (MM - DD - CCYY)       Indr  (MM - DD - CCYY)   Code          Code  Flg
 _    09 - 15 - 1990   PE    Y    00 - 00 - 0000  00123400  TRF    00    _
 _    09 - 15 - 1990   PK    R    11 - 01 - 1990  00123400  SCH    00    _
 S    09 - 06 - 1996   PK    Y    00 - 00 - 0000  00567800  SCH    00    Y
 _    09 - 25 - 1995   SE    S    00 - 00 - 0000  00876500  EDR    09    _
 _    00 - 00 - 0000   __    _    00 - 00 - 0000  ________  ___    00    _
 _    00 - 00 - 0000   __    _    00 - 00 - 0000  ________  ___    00    _

Valid Types are: Pell (PE), FSEOG (SE), Perkins (PK)
Valid Overpayment Indicators are: Overpayment (Y), Repaid (R),
                                  Satisfactory arrangement made (S)
Valid Sources are: School (SCH), Transfer to/from ED (TRF), ED DCS (EDR)
                    PRIVACY ACT OF 1974(AS AMENDED)

 F3=EXIT  F7=BACKWARD  F8=FORWARD
```

January 16, 1998

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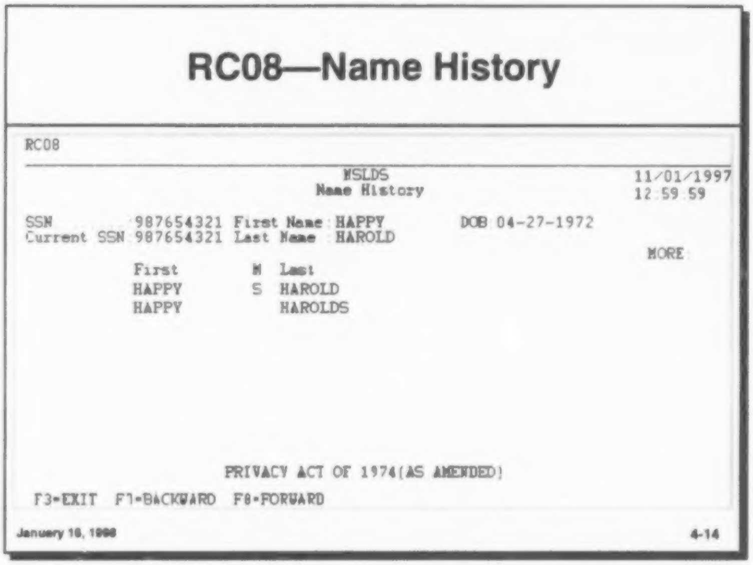

RC08—Name History

```
RC08
________________________________________________________________________________
                              NSLDS                                  11/01/1997
                           Name History                              12:59:59

SSN         987654321 First Name HAPPY        DOB 04-27-1972
Current SSN 987654321 Last Name  HAROLD
                                                                     MORE
        First         M  Last
        HAPPY         S  HAROLD
        HAPPY            HAROLDS




                   PRIVACY ACT OF 1974(AS AMENDED)
 F3=EXIT  F7=BACKWARD  F8=FORWARD
```

January 16, 1998

4-14

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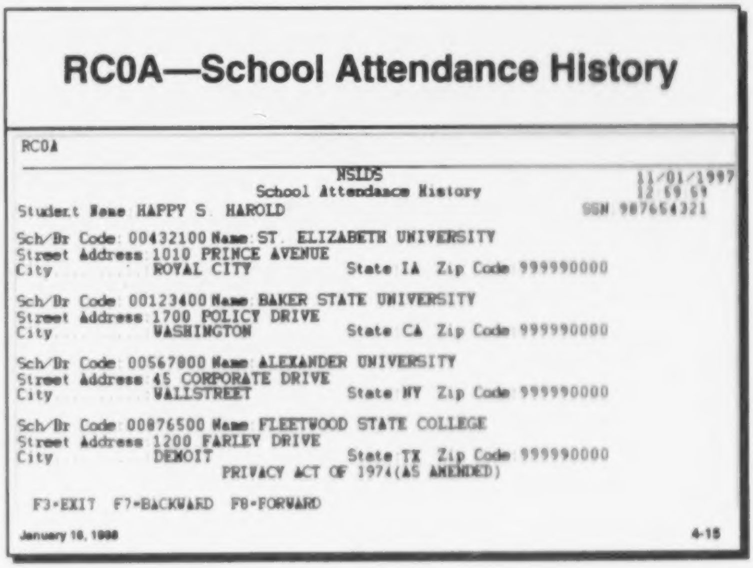
Notes



RC0A—School Attendance History

```
RC0A
                              NSLDS                              11/01/1997
                     School Attendance History                     12 59 59
Student Name HAPPY S  HAROLD                                    SSN 987654321

Sch/Br Code 00432100 Name ST  ELIZABETH UNIVERSITY
Street Address 1010 PRINCE AVENUE
City            ROYAL CITY             State IA  Zip Code 999990000

Sch/Br Code 00123400 Name BAKER STATE UNIVERSITY
Street Address 1700 POLICY DRIVE
City            WASHINGTON             State CA  Zip Code 999990000

Sch/Br Code 00567800 Name ALEXANDER UNIVERSITY
Street Address 45 CORPORATE DRIVE
City            WALLSTREET             State NY  Zip Code 999990000

Sch/Br Code 00876500 Name FLEETWOOD STATE COLLEGE
Street Address 1200 FARLEY DRIVE
City            DEMOIT                 State TX  Zip Code 999990000
                     PRIVACY ACT OF 1974(AS AMENDED)

 F3=EXIT  F7=BACKWARD  F8=FORWARD
```

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Organization Contact Function Screens

Screen Number	Screen Title	Related Action Codes
RC16	Organization Contact Information	D, U
RC17	Organization Contact Information Detail	U, O
RC1B	Organization Function Selection	—
RC18	Organization Type Selection	—
RC18	Organization Search	—
RC1C	Organization Address Change Support (O)	—

Notes

Borrower Tracking

- Obtain complete history of borrower's Title IV loans; and
- Identify possible sources of correct address data

January 16, 1998 4-16

Postscreening

- Effective 1998-99
- Notifies schools of certain eligibility changes after prescreening
- Revised SARs/ISIRs automatically generated when eligibility changes

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Notes

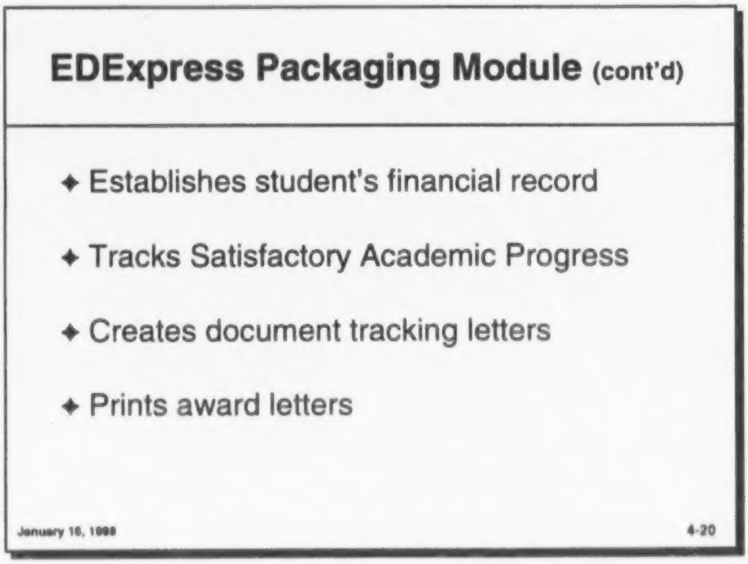
NSLDS Change Indicator

- If information changed since last CPS transaction, "#" will print *in front* of the status field for:
  - Overpayments
  - Defaulted loans
  - Discharged loans
  - Loan satisfactory repayment arrangements
  - Active bankruptcy

EDExpress Packaging Module

- Establishes funds, account balances, and monitor expenditures for each aid source
- Establishes award methodologies
- Creates fund reports

Notes

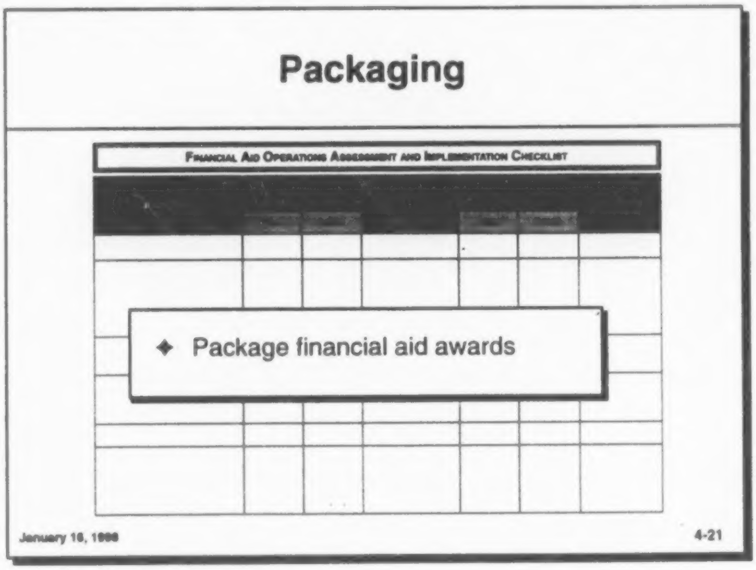


EDExpress Packaging Module (cont'd)

- Establishes student's financial record
- Tracks Satisfactory Academic Progress
- Creates document tracking letters
- Prints award letters

January 16, 1998

4-20



Packaging

FINANCIAL AID OPERATIONS ASSESSMENT AND IMPLEMENTATION CHECKLIST

- Package financial aid awards

January 16, 1998

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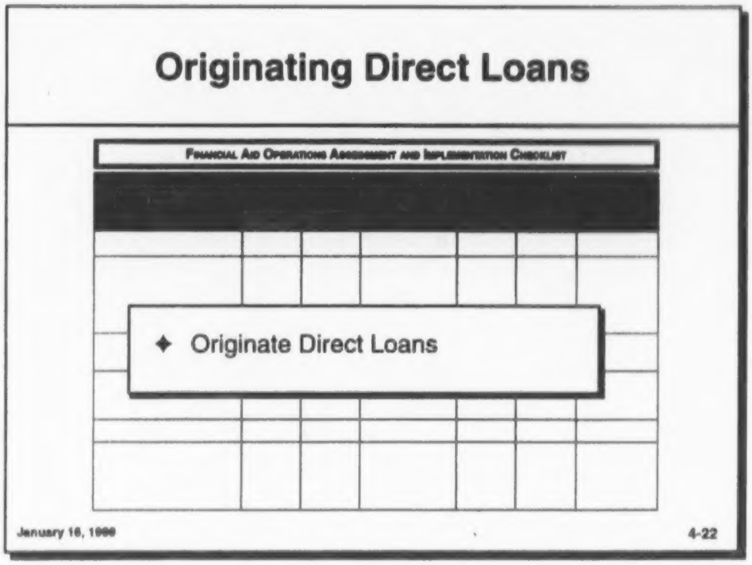
PARTICIPANT SIMULATION PACKAGING

- To help you become more acquainted with packaging, we have developed a simulation exercise for you to complete.
- Before you begin, let's review the instructions for completing the simulation used in this training. The participant simulation exercises illustrate how to use ED's software. Each exercise contains pop-up text boxes that will guide you through the steps of the exercise. As you work through the steps, you must:

  1. Perform the activity described in the pop-up text window; or
  2. Click on the advance arrow (**→**) at the top of the pop-up text window.

- If you click on the advance arrow, the computer will complete the activity for you. If you want to return to a previous step, click on the reverse arrow (**←**) at the top of the pop-up text window.
- Each simulation is subdivided into topics. You can go to a particular topic by clicking on the topic button at the top of the pop-up text window and making a selection.
- After completing the simulation, you exit by clicking on the exit button at the top of the pop-up text window.
- This simulation will take approximately 20 minutes to complete. If you have any questions while working through this simulation, you should ask for assistance.

Notes



Originating Direct Loans

FINANCIAL AID OPERATIONS ASSESSMENT AND IMPLEMENTATION CHECKLIST

- Originate Direct Loans

January 16, 1998

4-22

SESSION 5

MANAGING YOUR TITLE IV FUNDS ELECTRONICALLY

OVERVIEW

A. Notification Requirements

B. Loan Counseling Requirements

  1. Entrance and Exit Interviews

  2. What Does "Reasonably Available" Mean?

C. Requesting and Drawing Down Funds

  1. Education Central Automated Processing System (EDCAPS)

  2. Grant Administration and Payment System (GAPS)

  3. Information and Training on EDCAPS/GAPS

D. Disbursing Financial Aid Electronically

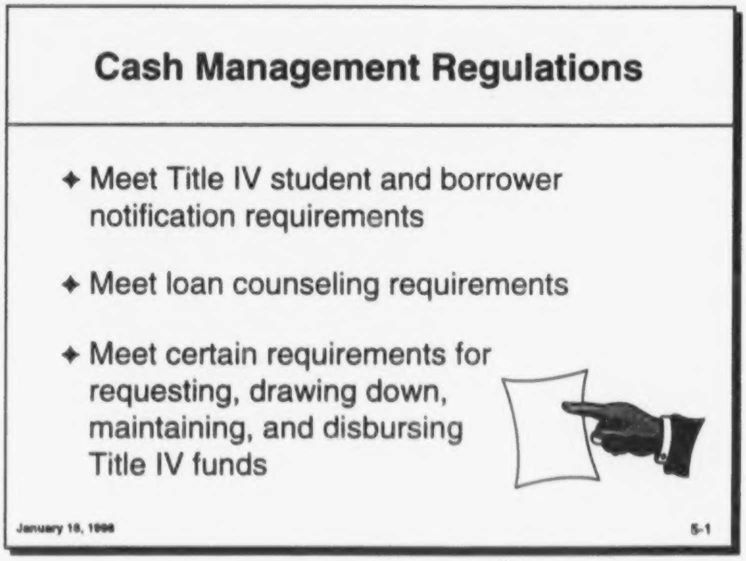
  1. Electronic Disbursement of FFEL Funds to School

  2. Electronic Delivery of Funds

SOURCES FOR FURTHER STUDY

- Federal Regulations 34 CFR, Parts 668, Subparts B and K, 673, 674, 676, 682, 690, and 685
- Dear Colleague Letter ANN-97-4 (Changes in Title IV numbers used by participating institutions)
- Federal Student Financial Aid Handbook, Chapter 3
- The Blue Book, July 1995
- Instructor Guide for Fiscal Officer Training, August 1997
- GAPS Regional Training material

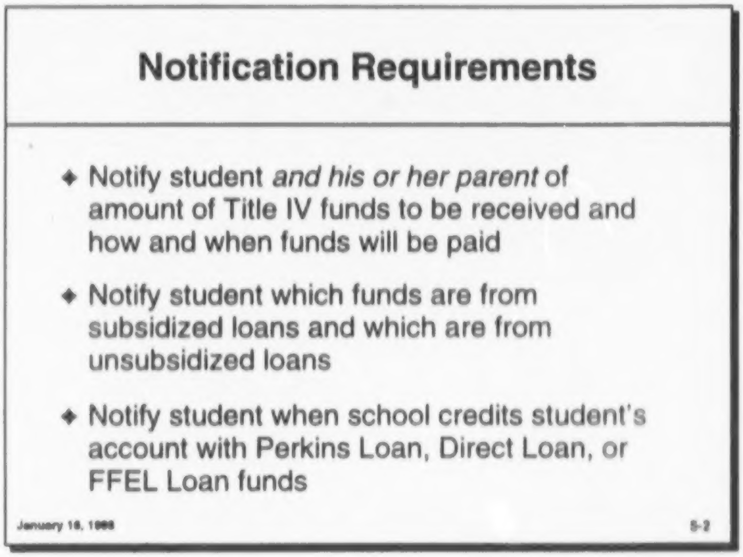
Notes



Cash Management Regulations

- ✦ Meet Title IV student and borrower notification requirements
- ✦ Meet loan counseling requirements
- ✦ Meet certain requirements for requesting, drawing down, maintaining, and disbursing Title IV funds

January 16, 1998 5-1

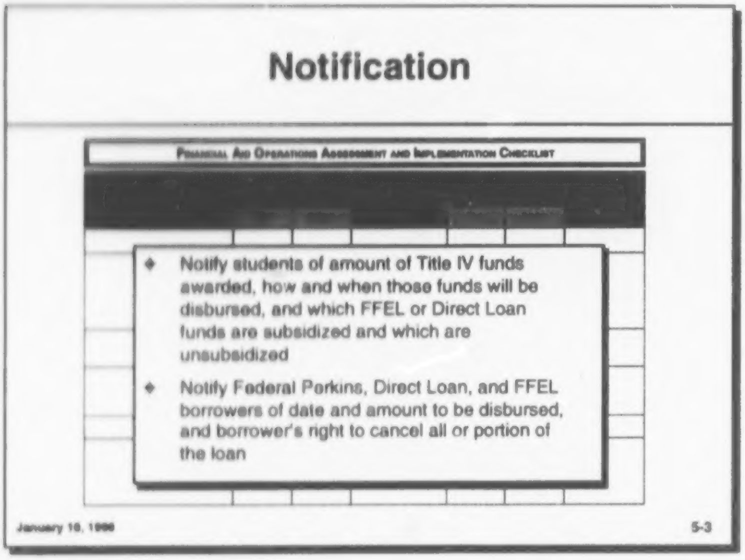


Notification Requirements

- ✦ Notify student *and his or her parent* of amount of Title IV funds to be received and how and when funds will be paid
- ✦ Notify student which funds are from subsidized loans and which are from unsubsidized loans
- ✦ Notify student when school credits student's account with Perkins Loan, Direct Loan, or FFEL Loan funds

January 16, 1998 5-2

Notes



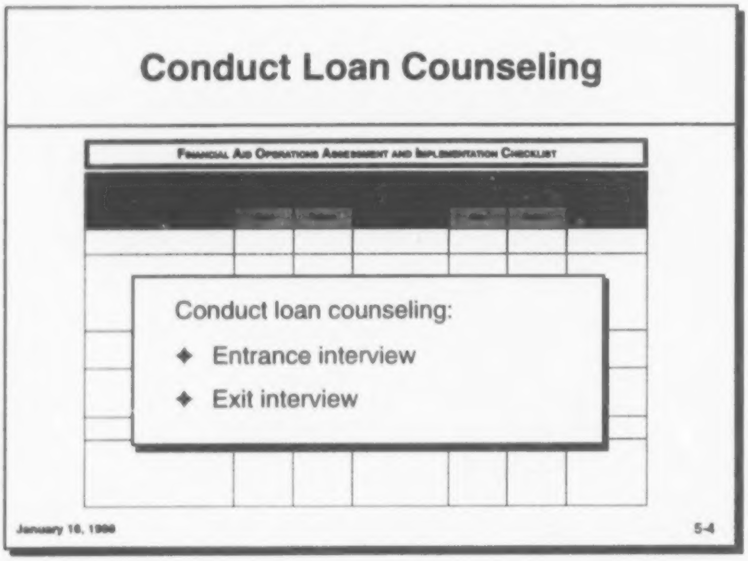
Notification

FINANCIAL AID OPERATIONS ASSESSMENT AND IMPLEMENTATION CHECKLIST

- Notify students of amount of Title IV funds awarded, how and when those funds will be disbursed, and which FFEL or Direct Loan funds are subsidized and which are unsubsidized
- Notify Federal Perkins, Direct Loan, and FFEL borrowers of date and amount to be disbursed, and borrower's right to cancel all or portion of the loan

January 16, 1998

5-3



Conduct Loan Counseling

FINANCIAL AID OPERATIONS ASSESSMENT AND IMPLEMENTATION CHECKLIST

Conduct loan counseling:

- Entrance interview
- Exit interview

January 16, 1998

5-4

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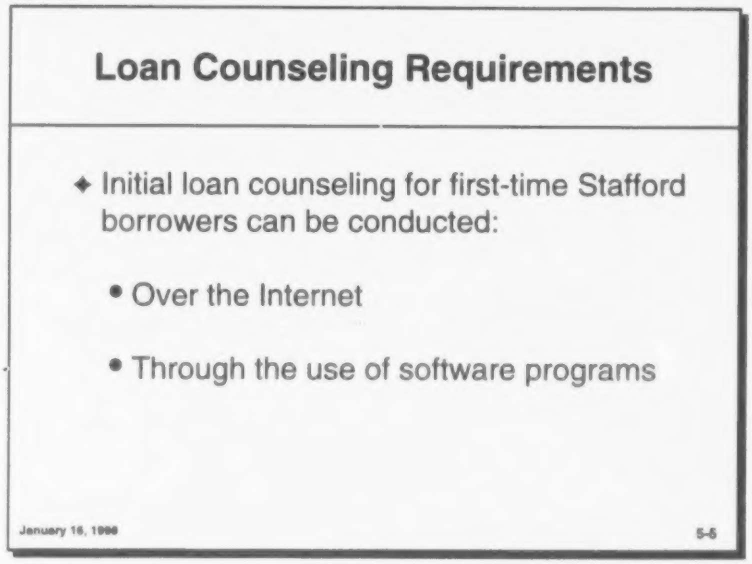
Notes

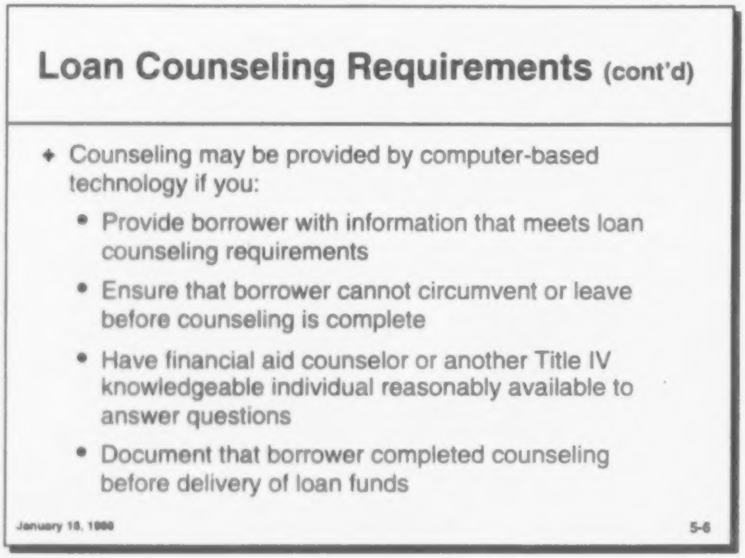


Loan Counseling Requirements

- ✦ Initial loan counseling for first-time Stafford borrowers can be conducted:
    - Over the Internet
    - Through the use of software programs

January 16, 1998

5-5



Loan Counseling Requirements (cont'd)

- ✦ Counseling may be provided by computer-based technology if you:
    - Provide borrower with information that meets loan counseling requirements
    - Ensure that borrower cannot circumvent or leave before counseling is complete
    - Have financial aid counselor or another Title IV knowledgeable individual reasonably available to answer questions
    - Document that borrower completed counseling before delivery of loan funds

January 16, 1998

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Loan Counseling Requirements (cont'd)

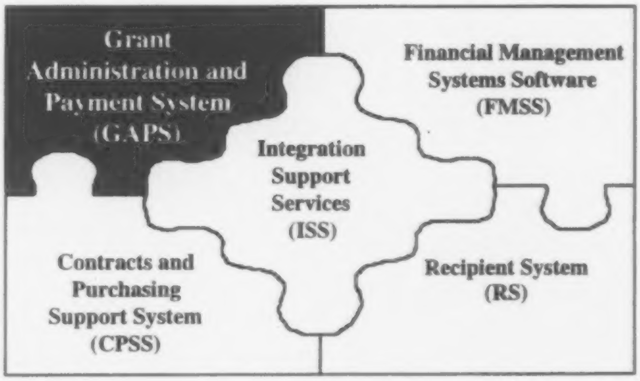
✦ Counselor is "reasonably available" by providing borrower with:

- Telephone number where:
  - –Counselor can be reached, or
  - –Borrower can leave message
- E-mail address where borrower can send questions electronically

Notes

EDCAPS

Education Central Automated Processing System



Grant Administration and Payment System (GAPS)

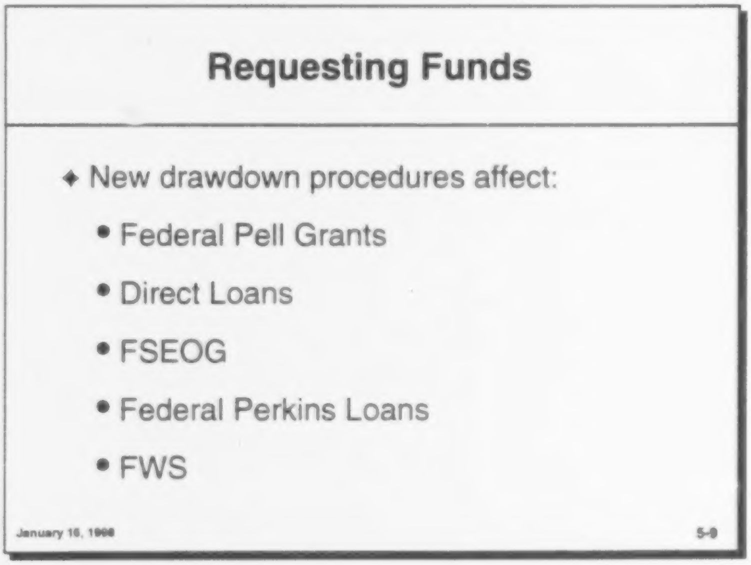
Financial Management Systems Software (FMSS)

Integration Support Services (ISS)

Contracts and Purchasing Support System (CPSS)

Recipient System (RS)

Notes



Requesting Funds

- New drawdown procedures affect:
  - Federal Pell Grants
  - Direct Loans
  - FSEOG
  - Federal Perkins Loans
  - FWS

January 15, 1998

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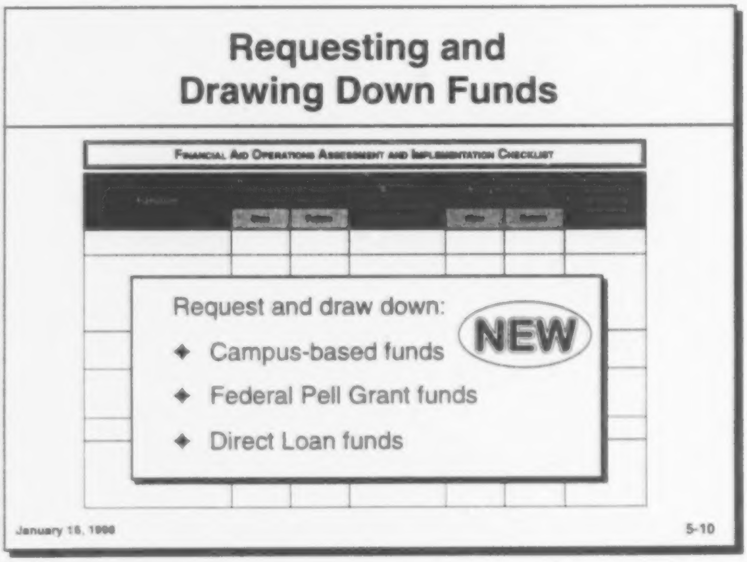

Requesting and Drawing Down Funds

FINANCIAL AID OPERATIONS ASSESSMENT AND IMPLEMENTATION CHECKLIST

Request and draw down:

- Campus-based funds
- Federal Pell Grant funds
- Direct Loan funds

NEW

January 15, 1998

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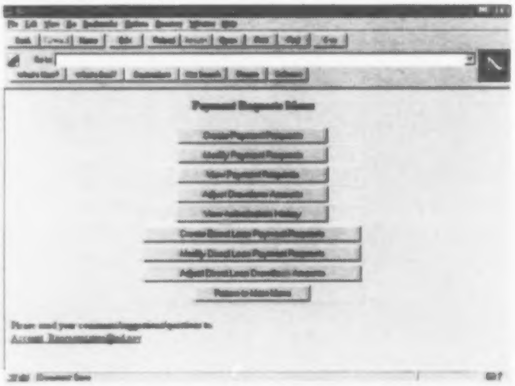
Notes

EDCAPS/GAPS

- ✦ Access to more timely and accurate information
- ✦ Ability to request funds on-line
- ✦ Flexibility to modify payment requests and reallocate drawdown amounts between awards
- ✦ Immediate updates and notification of award changes
- ✦ Use of the Internet
- ✦ Simplified way to report

Payment Requests Menu



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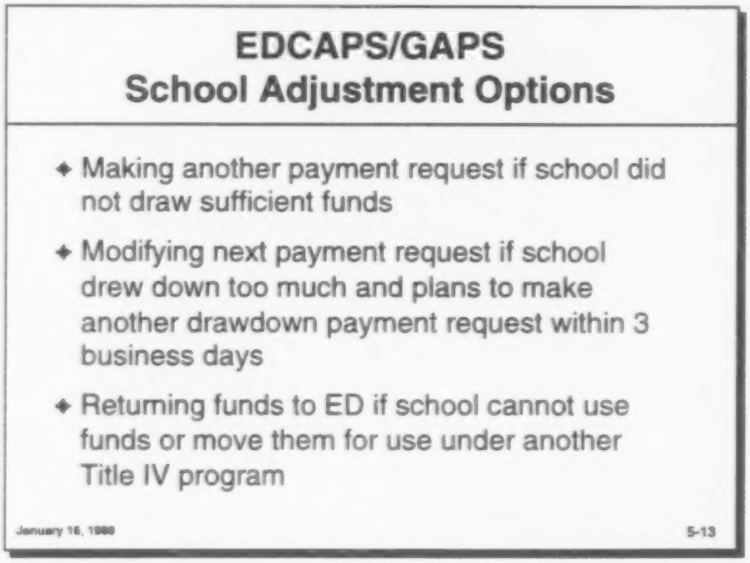
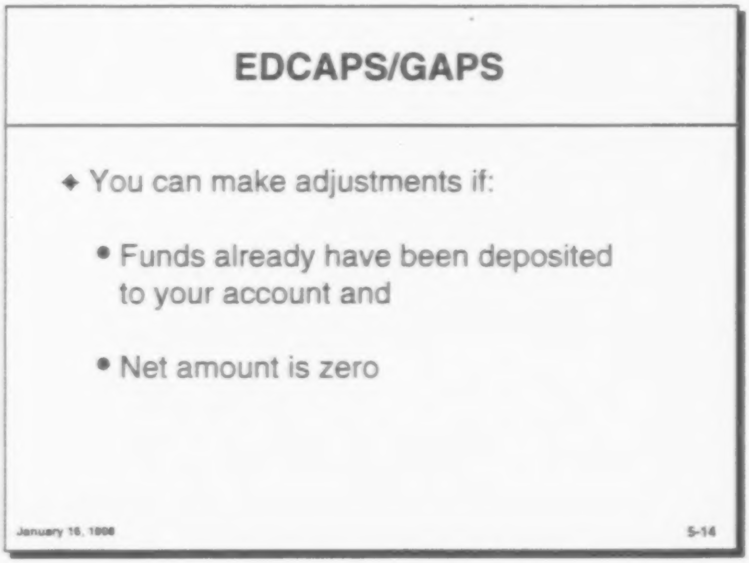
Notes



EDCAPS/GAPS
School Adjustment Options

- Making another payment request if school did not draw sufficient funds
- Modifying next payment request if school drew down too much and plans to make another drawdown payment request within 3 business days
- Returning funds to ED if school cannot use funds or move them for use under another Title IV program

January 16, 1998 5-13

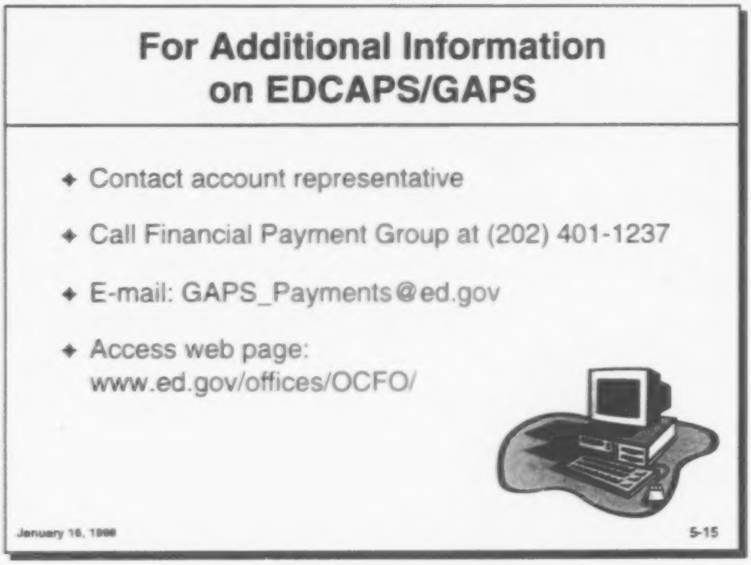


EDCAPS/GAPS

- You can make adjustments if:
  - Funds already have been deposited to your account and
  - Net amount is zero

January 16, 1998 5-14

Notes



For Additional Information on EDCAPS/GAPS

- Contact account representative
- Call Financial Payment Group at (202) 401-1237
- E-mail: GAPS_Payments@ed.gov
- Access web page: www.ed.gov/offices/OCFO/

January 16, 1998

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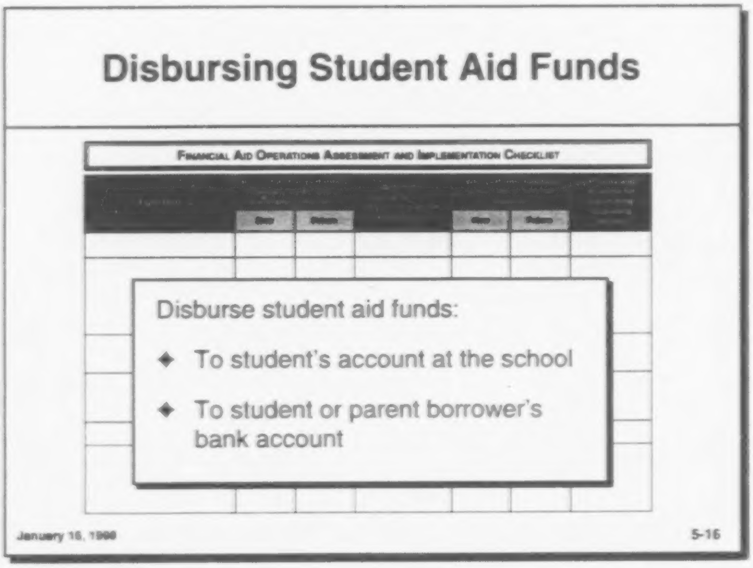

Disbursing Student Aid Funds

FINANCIAL AID OPERATIONS ASSESSMENT AND IMPLEMENTATION CHECKLIST

Disburse student aid funds:

- To student's account at the school
- To student or parent borrower's bank account

January 16, 1998

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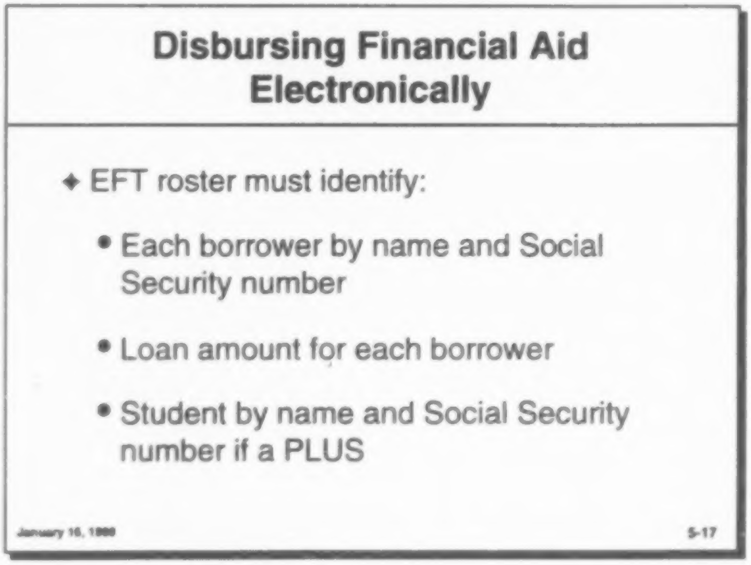
Notes



Disbursing Financial Aid Electronically

- EFT roster must identify:
  - Each borrower by name and Social Security number
  - Loan amount for each borrower
  - Student by name and Social Security number if a PLUS

January 16, 1998

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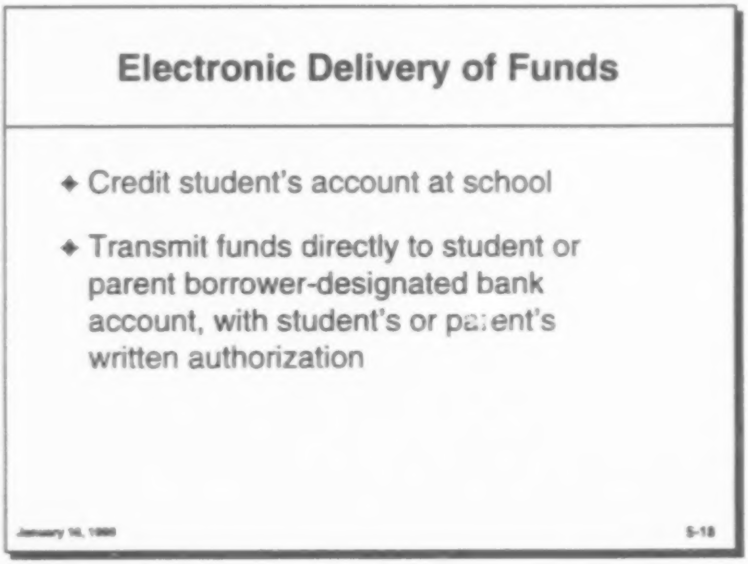

Electronic Delivery of Funds

- Credit student's account at school
- Transmit funds directly to student or parent borrower-designated bank account, with student's or parent's written authorization

January 16, 1998

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SESSION 6

REPORTING

OVERVIEW

A. EDCAPS/GAPS Reporting Requirements
   1. Federal Cash Quarterly Confirmation Statement
   2. Federal Cash Award Certification Statement
   3. Accessing EDCAPS/GAPS

B. Reporting Federal Pell Grant Payment Data
   1. Electronic Data Exchange (EDE)
      a. Creating and Submitting Student Payment Records
      b. Transmitting Federal Pell Grant Payment Records
   2. Recipient Data Exchange (RDE)
   3. Floppy Disk Data Exchange

C. Reporting Title IV Overpayments to NSLDS

D. Reporting SSCR Data to NSLDS
   1. Scheduling Receipt Batches From NSLDS
   2. Updating SSCR Data
   3. Notifying NSLDS of Student's Change in Status
   4. Transmitting the SSCR Data
   5. Instructor Demonstration
      a. Request SSCR Data From NSLDS
      b. Import SSCR Roster File to EDExpress
      c. Edit SSCR Records
      d. Export SSCR Data
   6. Participant Simulation

E. Reporting Federal Perkins Loan Data to NSLDS
   1. Preparing Perkins Loan Records for Submission
   2. Transmitting Perkins Loan Data

OVERVIEW (CONT'D)

F. The Electronic FISAP

1. Initial FISAP File
2. Edit Files
3. Signature and Certification Requirements
4. Making Corrections

G. Direct Loan Program Reconciliation Using EDExpress

1. EDExpress
2. Direct Loan Reconciliation Modifications for 1998-99

SOURCES FOR FURTHER STUDY

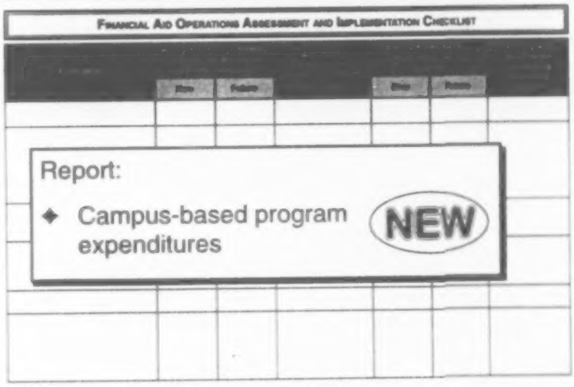
- Federal Regulations 34 CFR, Parts 668, Subparts B and K, 673, 674, 676, 682, 690, and 685
- Direct Loan Bulletin, DLB-97-49 (Direct Loan Reconciliation redesign – Academic Year 1998-99)
- Federal Student Financial Aid Handbook, Chapter 3
- The Blue Book, July 1995
- Title IV WAN EDconnect for Windows
- 1998-99 EDExpress Application Processing
- Technical Reference for Electronic Data Exchange, 1998-99
- Instructions Booklet for Fiscal Operations Report for 1997-98 and Application to Participate for 1999-2000 (FISAP)
- EDExpress Desk Reference, 1998-99 Direct Loan module
- EDExpress Quick Reference Guide, 1997-98 SSCR module
- EDE Technical Reference, November 1996
- NSLDS Data Provider Instructions for Schools, Version 1.1, July 1994, updated July 1994 and February 1995
- Technical Reference for Direct Loan, 1998-99
- Student Status Confirmation Report (SSCR) User's Guide, February 1996
- GAPS Regional Training material
- NSLDS—Paperless Link

Notes

Electronic Reporting Requirements

- Fund expenditures through EDCAPS/GAPS
- Federal Pell Grant payment information
- Title IV overpayment data to NSLDS
- Updated SSCR data to NSLDS
- Federal Perkins Loan data to NSLDS
- FISAP data via Title IV WAN
- Reconciled Direct Loan borrower and disbursement information

Reporting Campus-Based Program Expenditures

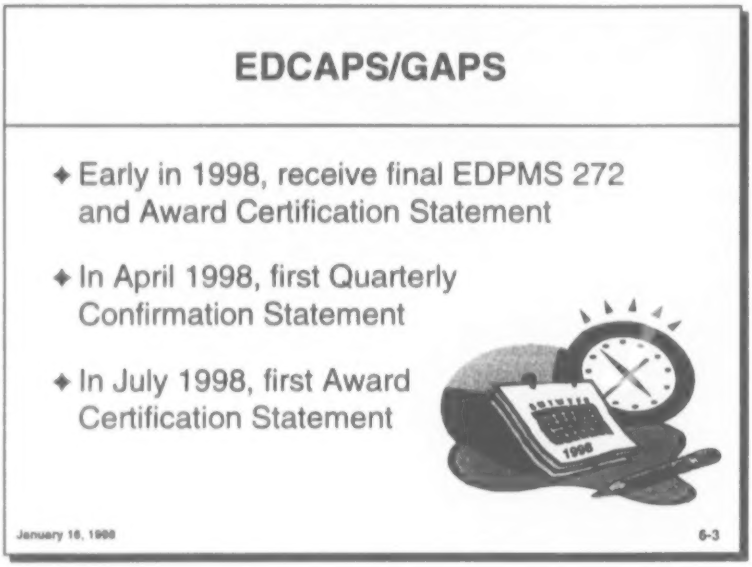

FINANCIAL AID OPERATIONS ASSESSMENT AND IMPLEMENTATION CHECKLIST

Report:

- Campus-based program expenditures

NEW

Notes



EDCAPS/GAPS

- ✦ Early in 1998, receive final EDPMS 272 and Award Certification Statement
- ✦ In April 1998, first Quarterly Confirmation Statement
- ✦ In July 1998, first Award Certification Statement

January 16, 1998

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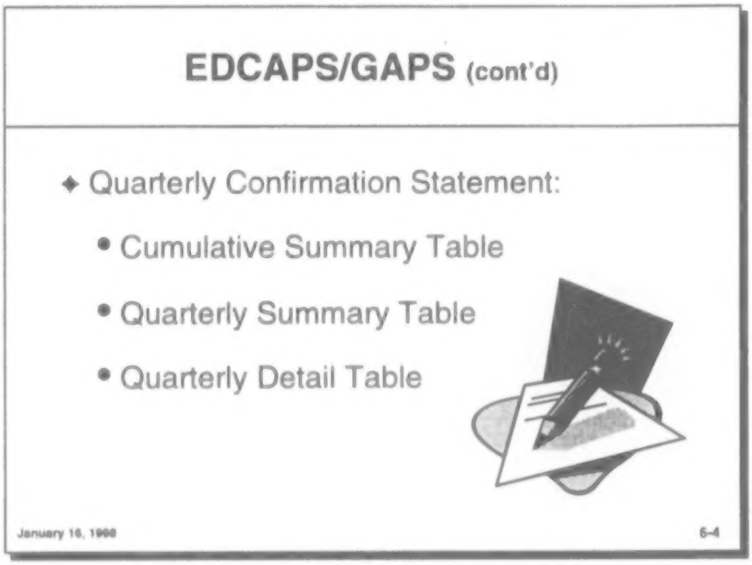

EDCAPS/GAPS (cont'd)

- ✦ Quarterly Confirmation Statement:
  - Cumulative Summary Table
  - Quarterly Summary Table
  - Quarterly Detail Table

January 16, 1998

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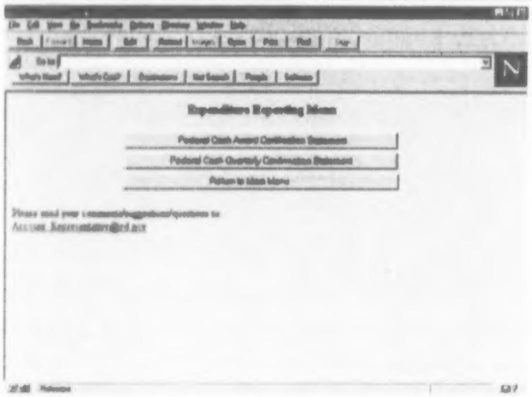
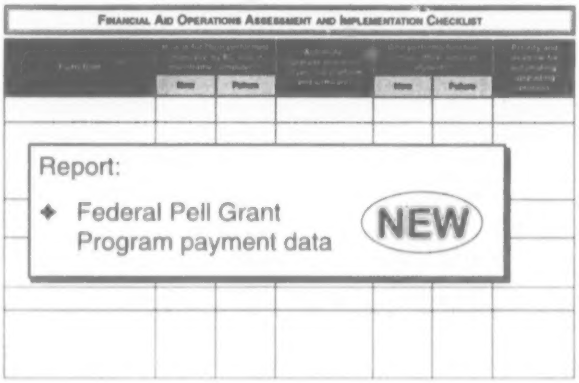
Notes

EDCAPS/GAPS Expenditure Reporting


Expenditure Reporting Menu
Federal Cash Award Confirmation Statement
Federal Cash Quarterly Confirmation Statement
Return to Main Menu

Please send your comments/suggestions/questions to

Reporting Federal Pell Grant Program Payment Data


Financial Aid Operations Assessment and Implementation Checklist

Report:

- Federal Pell Grant Program payment data

NEW

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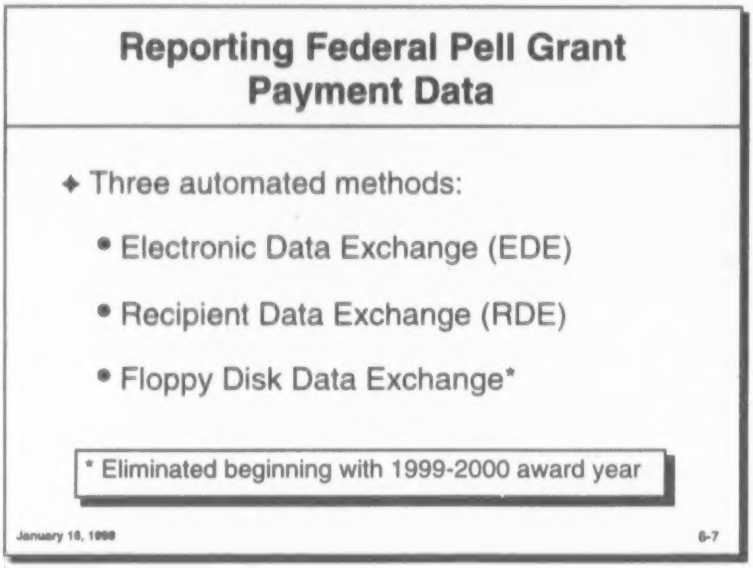
Notes

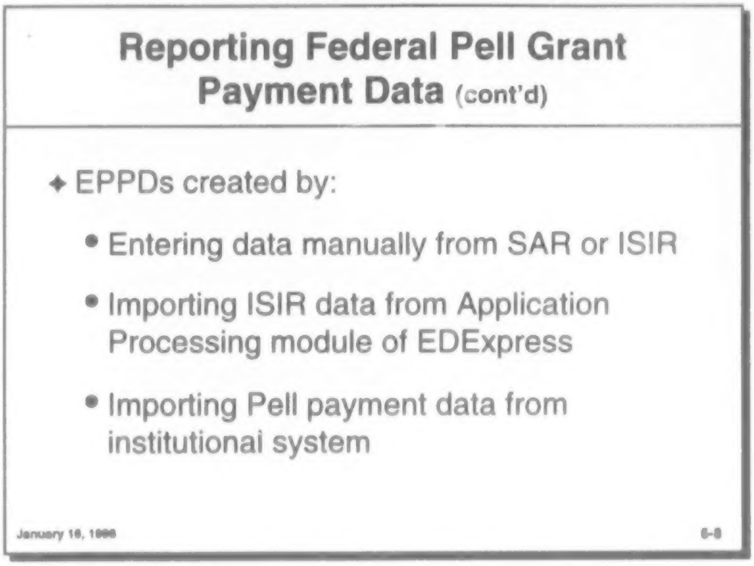


Reporting Federal Pell Grant Payment Data

- ✦ Three automated methods:
  - Electronic Data Exchange (EDE)
  - Recipient Data Exchange (RDE)
  - Floppy Disk Data Exchange*

* Eliminated beginning with 1999-2000 award year

January 16, 1998 6-7

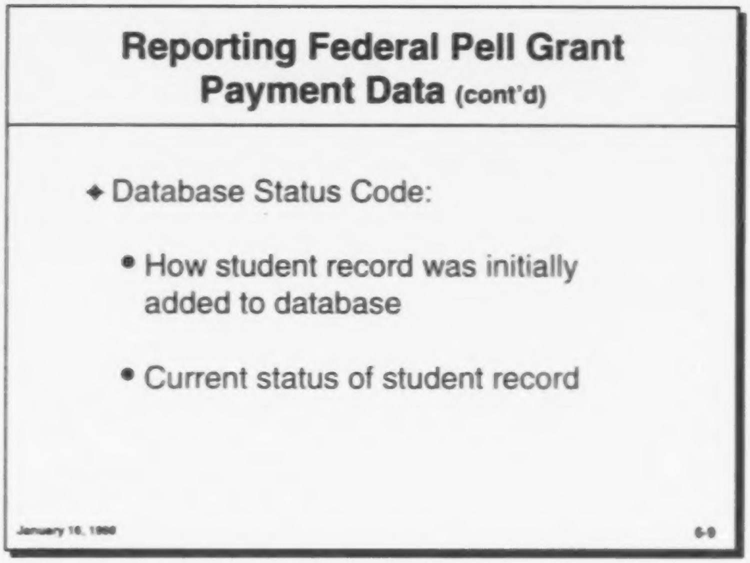


Reporting Federal Pell Grant Payment Data (cont'd)

- ✦ EPPDs created by:
  - Entering data manually from SAR or ISIR
  - Importing ISIR data from Application Processing module of EDExpress
  - Importing Pell payment data from institutional system

January 16, 1998 6-8

Notes



Reporting Federal Pell Grant Payment Data (cont'd)

- Database Status Code:
  - How student record was initially added to database
  - Current status of student record

January 16, 1998

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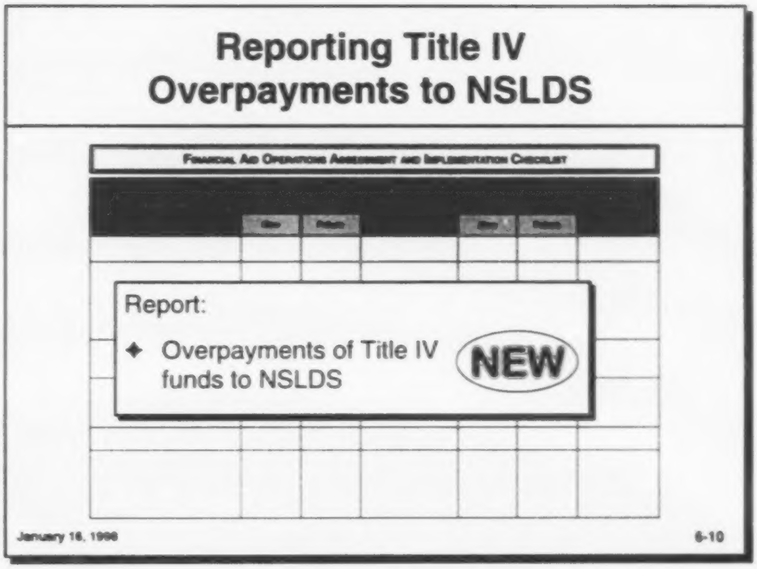

Reporting Title IV Overpayments to NSLDS

FINANCIAL AID OPERATIONS ASSESSMENT AND IMPLEMENTATION CHECKLIST

Report:

- Overpayments of Title IV funds to NSLDS

NEW

January 16, 1998

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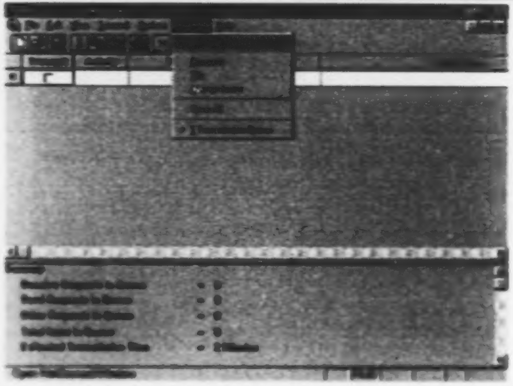
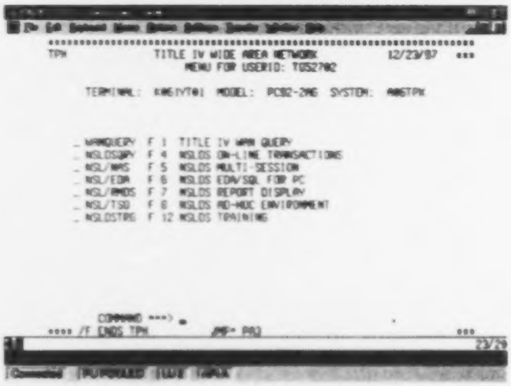
Notes

Accessing NET*CONNECT



January 16, 1998

Title IV Wide Area Network Menu for USERID



```
TPH              TITLE IV WIDE AREA NETWORK           12/23/97   ***
                    MENU FOR USERID: TG52702

      TERMINAL:  KM61VT01  MODEL:  PC02-2M6  SYSTEM:  AN6TPX


  _ WANQUERY  F 1  TITLE IV WAN QUERY
  _ NSLDSQRY  F 4  NSLDS ON-LINE TRANSACTIONS
  _ NSL/MMS   F 5  NSLDS MULTI-SESSION
  _ NSL/EDA   F 6  NSLDS EDA/SQL FOR PC
  _ NSL/RMDS  F 7  NSLDS REPORT DISPLAY
  _ NSL/TSO   F 8  NSLDS AD-HOC ENVIRONMENT
  _ NSLDSTRG  F 12 NSLDS TRAINING



       COMMAND ===>
**** /F ENDS TPH.         PF= PA3                                 ***
                                                                23/29
```

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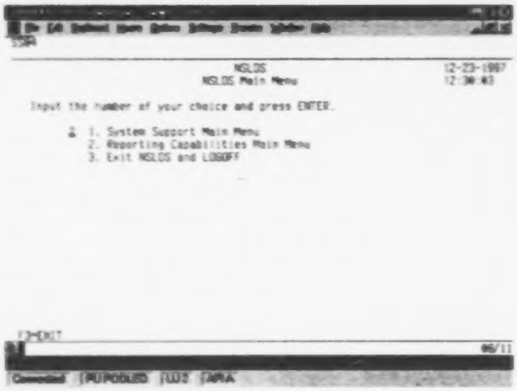
Notes

NSLDS Main Menu



```
                                NSLDS                            12-23-1997
                            NSLDS Main Menu                      12:30:03

   Input the number of your choice and press ENTER.

         2  1. System Support Main Menu
            2. Reporting Capabilities Main Menu
            3. Exit NSLDS and LOGOFF



 F3=EXIT
                                                                      06/11
```

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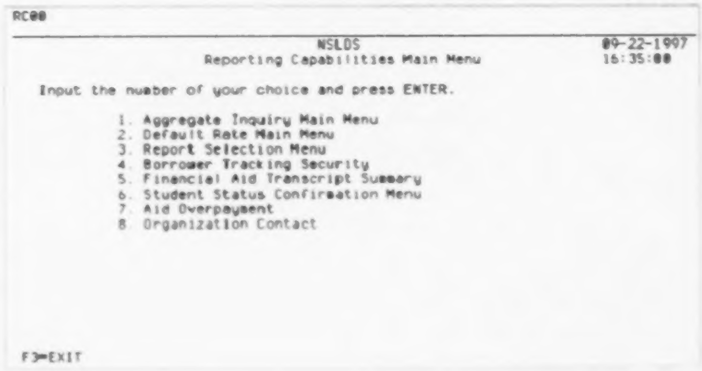
NSLDS Reporting Capabilities Main Menu



```
RC00
                                   NSLDS                              09-22-1997
                     Reporting Capabilities Main Menu                 16:35:00

     Input the number of your choice and press ENTER.

                 1. Aggregate Inquiry Main Menu
                 2. Default Rate Main Menu
                 3. Report Selection Menu
                 4. Borrower Tracking Security
                 5. Financial Aid Transcript Summary
                 6. Student Status Confirmation Menu
                 7. Aid Overpayment
                 8. Organization Contact



  F3=EXIT
```

January 16, 1998

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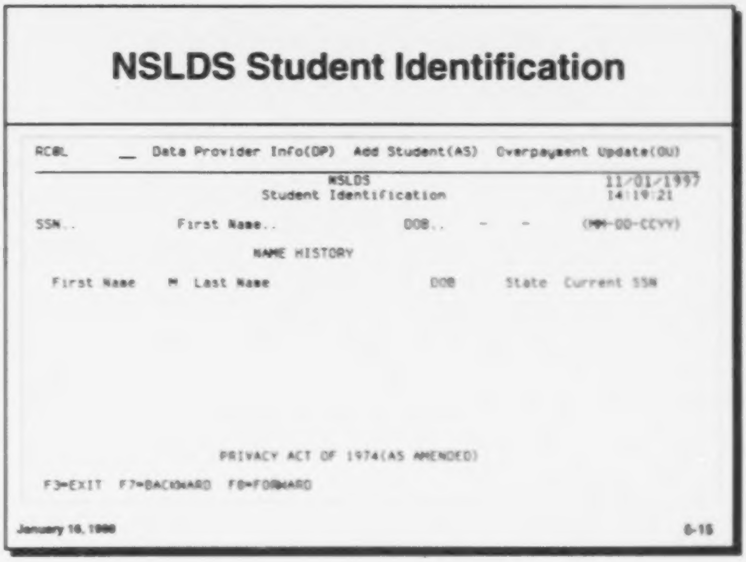
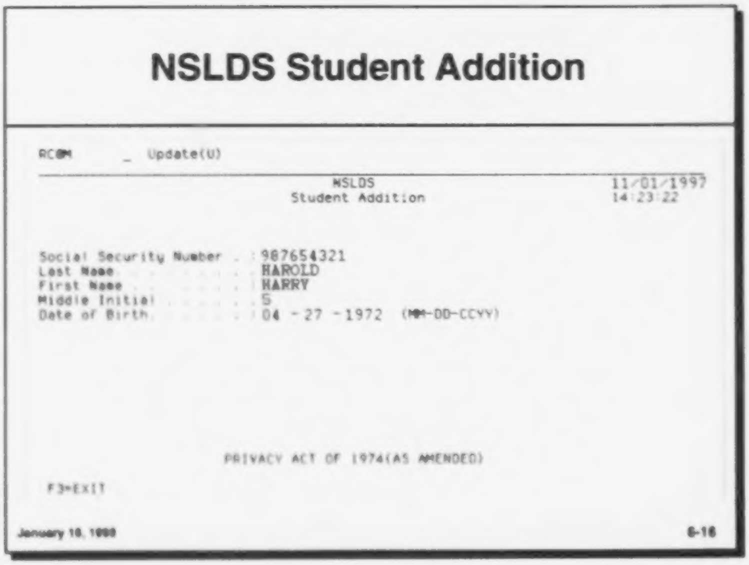
Notes



NSLDS Student Identification

```
RC0L       __  Data Provider Info(DP)  Add Student(AS)  Overpayment Update(OU)
-----------------------------------------------------------------------------
                          NSLDS                                   11/01/1997
                   Student Identification                         14:19:21

SSN..          First Name..               DOB..   -    -        (MM-DD-CCYY)

                     NAME HISTORY

  First Name    M  Last Name                   DOB      State  Current SSN




                  PRIVACY ACT OF 1974(AS AMENDED)

  F3=EXIT  F7=BACKWARD  F8=FORWARD
```

January 16, 1998 — 6-15

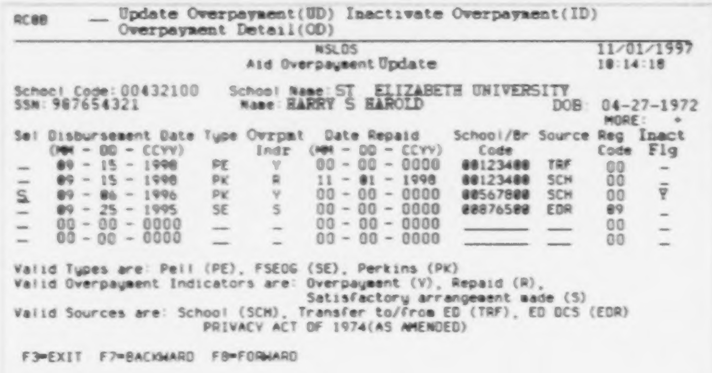


NSLDS Student Addition

```
RC0M        _  Update(U)
-----------------------------------------------------------------------------
                          NSLDS                                   11/01/1997
                     Student Addition                             14:23:22


Social Security Number . :987654321
Last Name. . . . . . . . :HAROLD
First Name . . . . . . . :HARRY
Middle Initial . . . . . :S
Date of Birth. . . . . . :04 -27 -1972  (MM-DD-CCYY)




                  PRIVACY ACT OF 1974(AS AMENDED)

  F3=EXIT
```

January 16, 1998 — 6-16

NSLDS Aid Overpayment Update



```
RC00    __ Update Overpayment(UD) Inactivate Overpayment(ID)
           Overpayment Detail(OD)
------------------------------------------------------------------------
                              NSLDS                         11/01/1997
                     Aid Overpayment Update                 10:14:18

School Code:00432100    School Name:ST  ELIZABETH UNIVERSITY
SSN:987654321                  Name:HARRY S HAROLD        DOB: 04-27-1972
                                                          MORE:   +
Sel Disbursement Date Type Ovrpmt  Date Repaid   School/Br Source Reg  Inact
    (MM - DD - CCYY)       Indr  (MM - DD - CCYY)  Code           Code  Flg
 _    09 - 15 - 1998   PE    Y    00 - 00 - 0000  00123400  TRF    00    _
 _    09 - 15 - 1998   PK    R    11 - 01 - 1998  00123400  SCH    00    _
 S    09 - 06 - 1996   PK    Y    00 - 00 - 0000  00567800  SCH    00    Y
 _    09 - 25 - 1995   SE    S    00 - 00 - 0000  00876500  EDR    09    _
 _    00 - 00 - 0000   __    _    00 - 00 - 0000  ________  ___    00    _
 _    00 - 00 - 0000   __    _    00 - 00 - 0000  ________  ___    00    _

Valid Types are: Pell (PE), FSEOG (SE), Perkins (PK)
Valid Overpayment Indicators are: Overpayment (Y), Repaid (R),
                                  Satisfactory arrangement made (S)
Valid Sources are: School (SCH), Transfer to/from ED (TRF), ED DCS (EDR)
                    PRIVACY ACT OF 1974(AS AMENDED)

 F3=EXIT  F7=BACKWARD  F8=FORWARD
```

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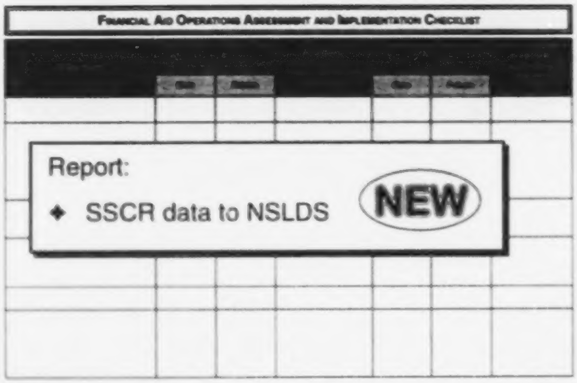
Reporting SSCR Data to NSLDS


FINANCIAL AID OPERATIONS ASSESSMENT AND IMPLEMENTATION CHECKLIST

Report:

- SSCR data to NSLDS **NEW**

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Notes

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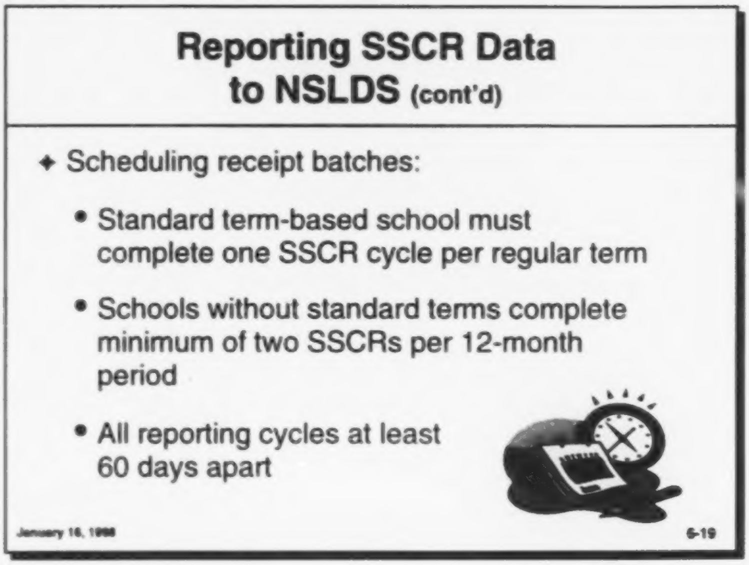
Notes



Reporting SSCR Data to NSLDS (cont'd)

✦ Scheduling receipt batches:

- Standard term-based school must complete one SSCR cycle per regular term
- Schools without standard terms complete minimum of two SSCRs per 12-month period
- All reporting cycles at least 60 days apart

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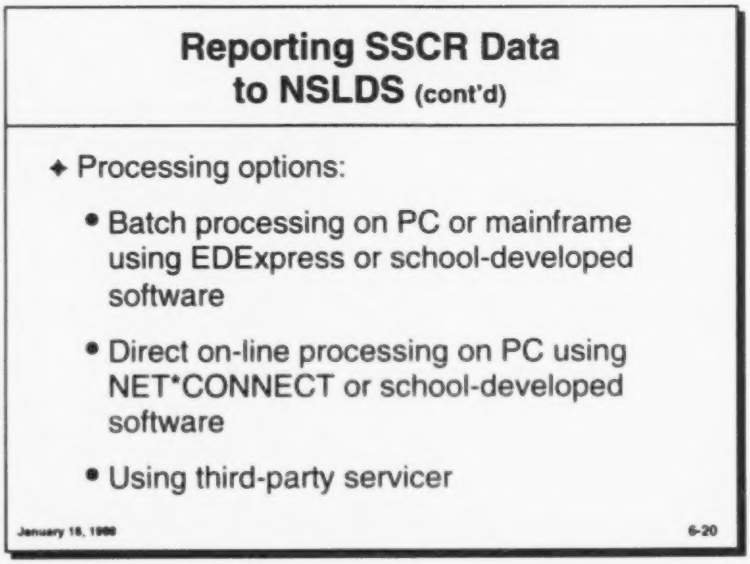

Reporting SSCR Data to NSLDS (cont'd)

✦ Processing options:

- Batch processing on PC or mainframe using EDExpress or school-developed software
- Direct on-line processing on PC using NET*CONNECT or school-developed software
- Using third-party servicer

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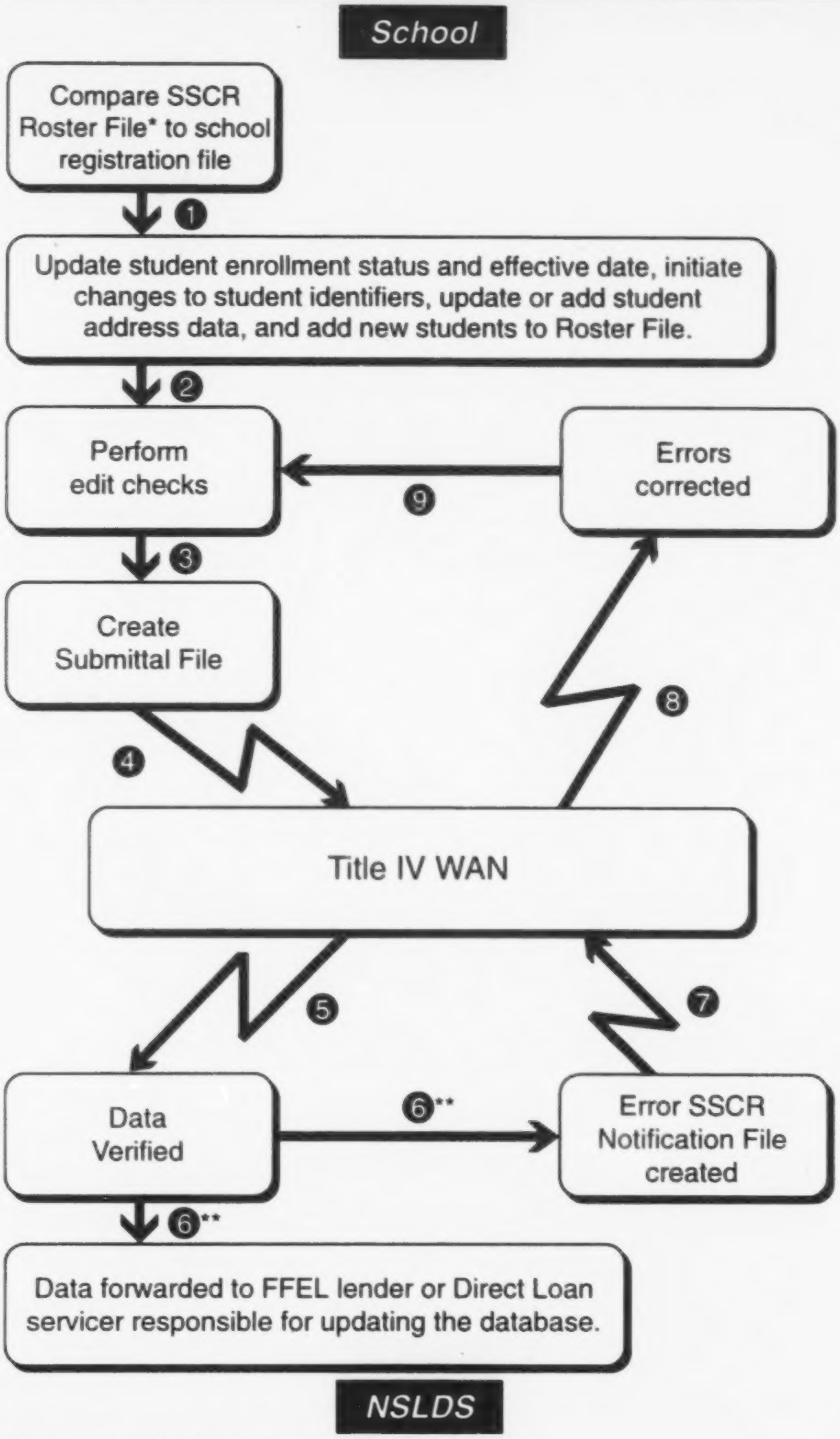
SSCR ROSTER FILE PROCESSING FLOW

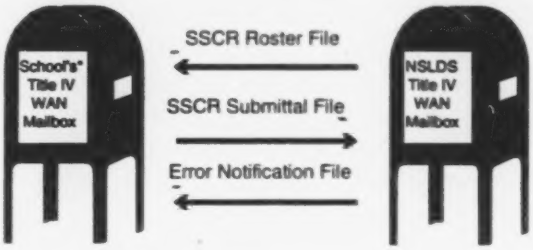

School
Compare SSCR Roster File* to school registration file
❶
Update student enrollment status and effective date, initiate changes to student identifiers, update or add student address data, and add new students to Roster File.
❷
Perform edit checks
Errors corrected
❾
❸
Create Submittal File
❽
❹
Title IV WAN
❺
❼
Data Verified
❻**
Error SSCR Notification File created
❻**
Data forwarded to FFEL lender or Direct Loan servicer responsible for updating the database.
NSLDS

* For each reporting cycle, NSLDS sends school SSCR Roster File.

** This step has two parts, done simultaneously.

Notes

Transmitting SSCR Data


School's*
Title IV
WAN
Mailbox
NSLDS
Title IV
WAN
Mailbox

SSCR Roster File

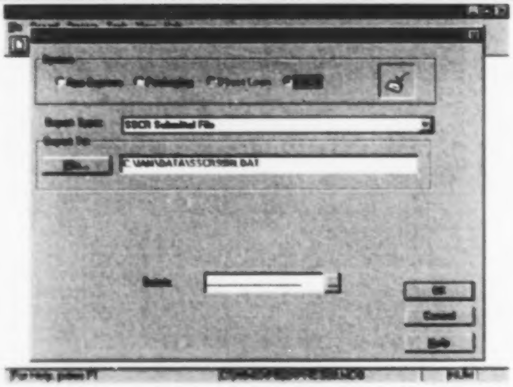
SSCR Submittal File

Error Notification File

** or school's third-party servicer*

January 16, 1998

Transmitting Batch SSCR Data Through Title IV WAN to NSLDS


OK
Cancel
Help

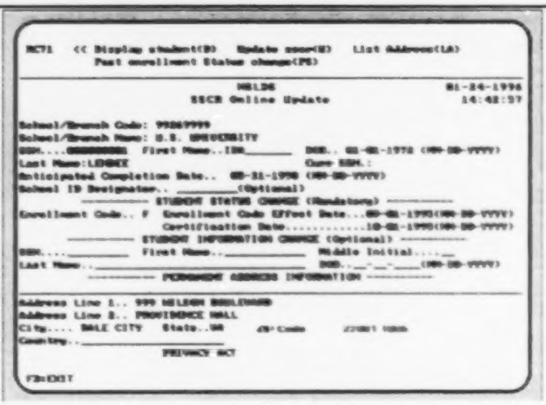
SSCR Submittal File

C:\WAN\DATA\SSCR98IN.DAT

January 16, 1998

Notes

Transmitting SSCR Data to NSLDS On-Line



January 16, 1998

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PARTICIPANT SIMULATIONS
HOW TO USE EDCONNECT FOR REQUESTING, RECEIVING, UPDATING, AND TRANSMITTING SSCR DATA

- To help you become more acquainted with how to use EDconnect for requesting, receiving, updating, and transmitting SSCR data, we have developed simulation exercises for you to complete.

- Before you begin, let's review the instructions for completing the simulations used in this training. Each exercise contains pop-up text boxes that will guide you through the steps of the exercise. As you work through the steps, you must:

  1. Perform the activity described in the pop-up text window; or

  2. Click on the advance arrow **(→)** at the top of the pop-up text window.

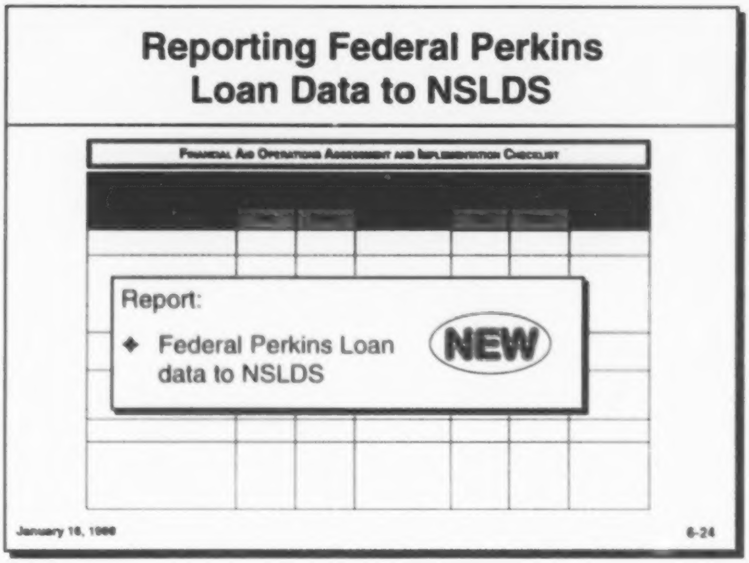
- If you click on the advance arrow, the computer will complete the activity for you. If you want to return to a previous step, click on the reverse arrow **(←)** at the top of the pop-up text window.

- Each simulation is subdivided into topics. You can go to a particular topic by clicking on the topic button at the top of the pop-up text window and making a selection.

- After completing the simulations, you exit by clicking on the exit button at the top of the pop-up text window.

- These simulations will take approximately 10 minutes to complete. If you have any questions while working through these simulations, you should ask for assistance.

Notes



Reporting Federal Perkins Loan Data to NSLDS

FINANCIAL AID OPERATIONS ASSESSMENT AND IMPLEMENTATION CHECKLIST

Report:

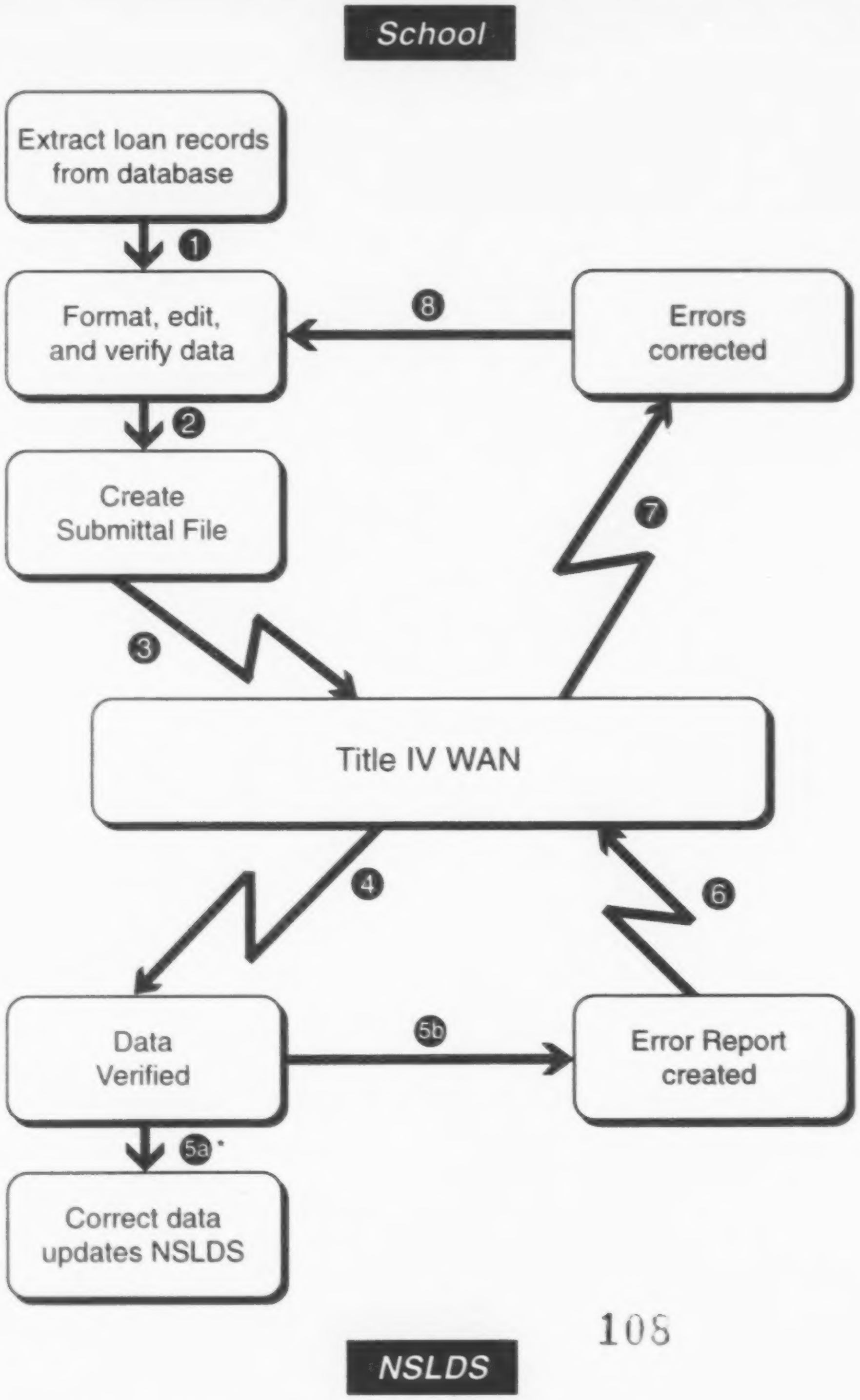
- Federal Perkins Loan data to NSLDS

NEW

January 16, 1998

6-24

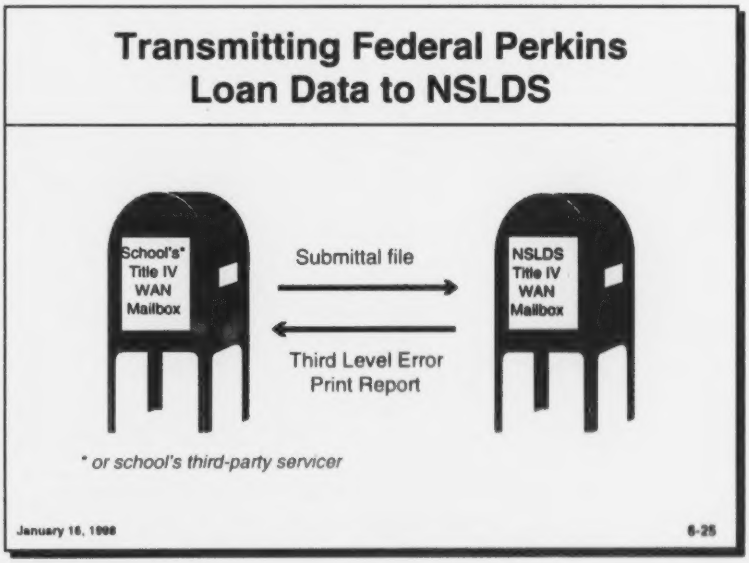
NSLDS PROCESSING FLOW FOR REPORTING PERKINS LOAN DATA


School
Extract loan records from database
❶
Format, edit, and verify data
❽
Errors corrected
❷
Create Submittal File
❼
❸
Title IV WAN
❹
❻
Data Verified
5b
Error Report created
5a*
Correct data updates NSLDS
NSLDS

---

* The process could end here, or continue through Step 8, after which Steps 2 – 5 are repeated.

Notes



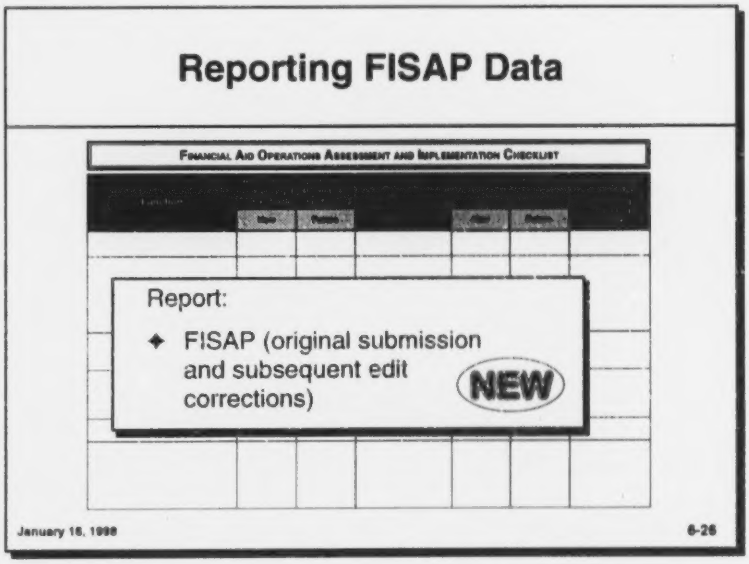
Transmitting Federal Perkins Loan Data to NSLDS

School's* Title IV WAN Mailbox
Submittal file
Third Level Error Print Report
NSLDS Title IV WAN Mailbox

** or school's third-party servicer*

January 16, 1998

6-25



Reporting FISAP Data

Financial Aid Operations Assessment and Implementation Checklist
Function

Report:

- FISAP (original submission and subsequent edit corrections) **NEW**

January 16, 1998

6-26

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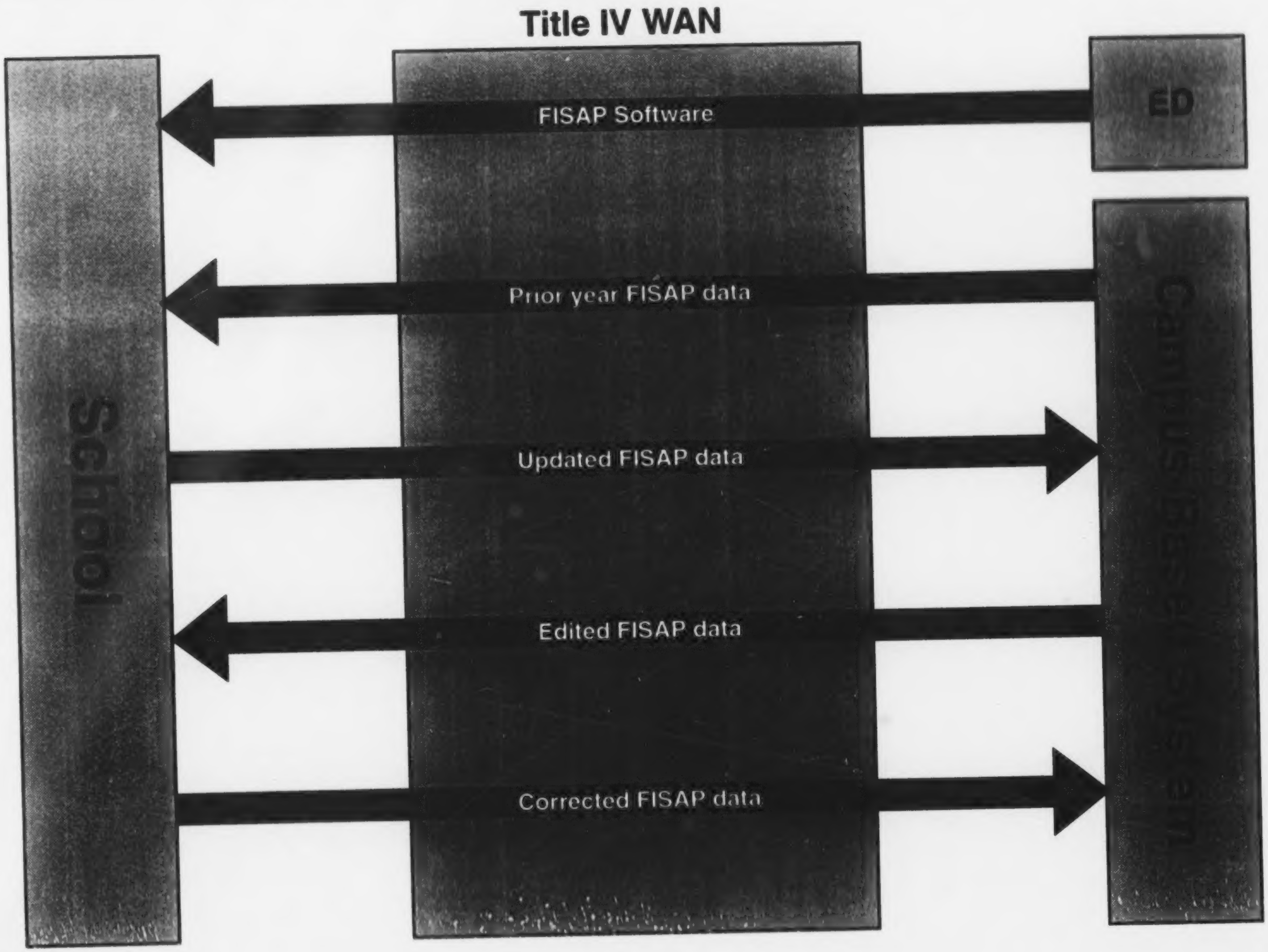
ELECTRONIC FISAP PROCESS



Title IV WAN

School

ED

Campus-Based System

FISAP Software

Prior year FISAP data

Updated FISAP data

Edited FISAP data

Corrected FISAP data

110

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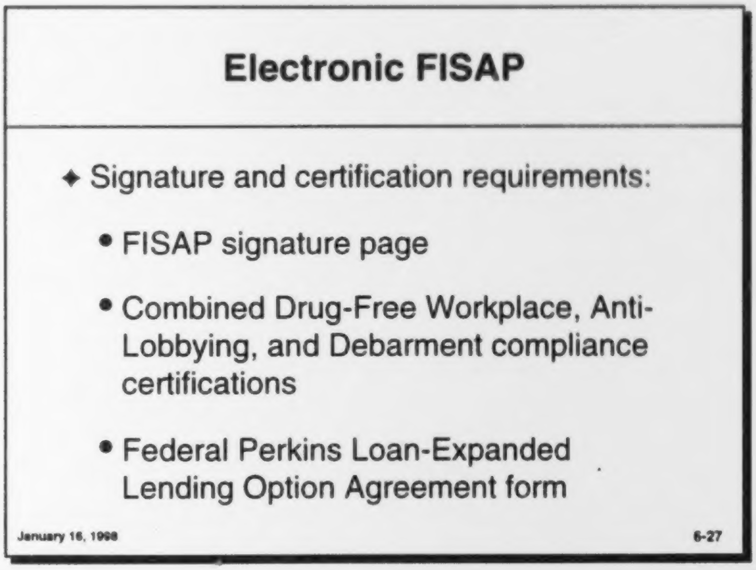
Notes



Electronic FISAP

- Signature and certification requirements:
  - FISAP signature page
  - Combined Drug-Free Workplace, Anti-Lobbying, and Debarment compliance certifications
  - Federal Perkins Loan-Expanded Lending Option Agreement form

January 16, 1998

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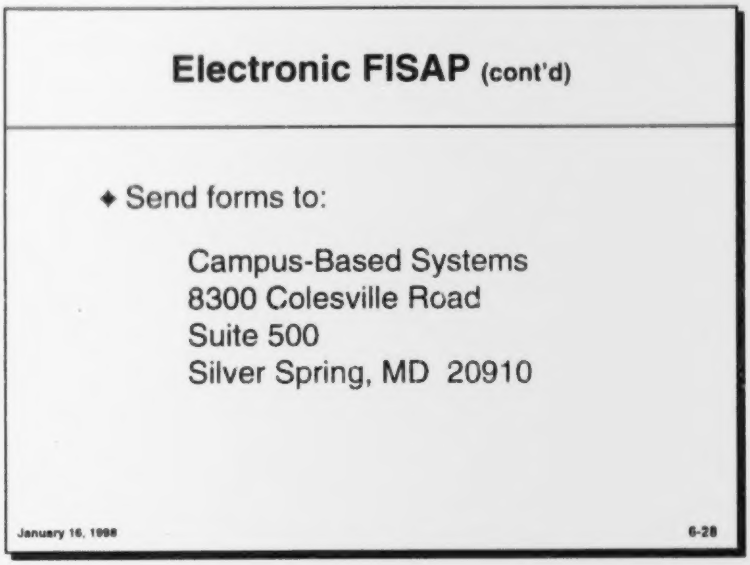

Electronic FISAP (cont'd)

- Send forms to:

Campus-Based Systems
8300 Colesville Road
Suite 500
Silver Spring, MD 20910

January 16, 1998

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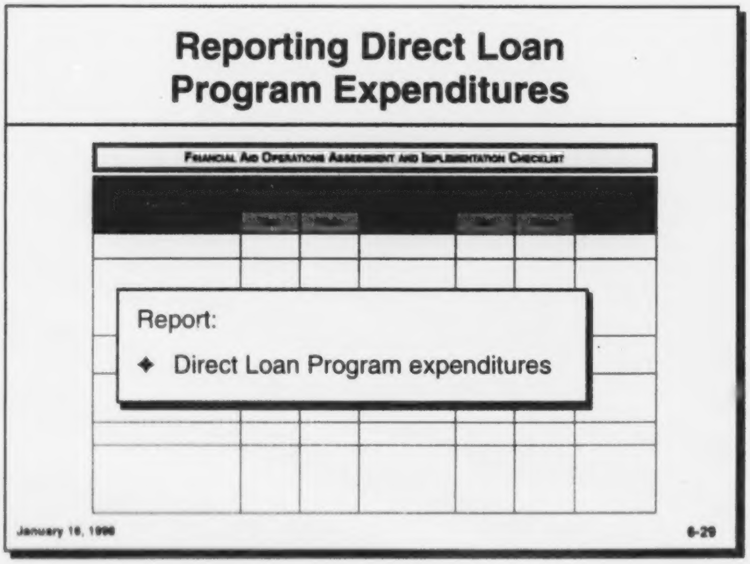
Notes



Reporting Direct Loan Program Expenditures

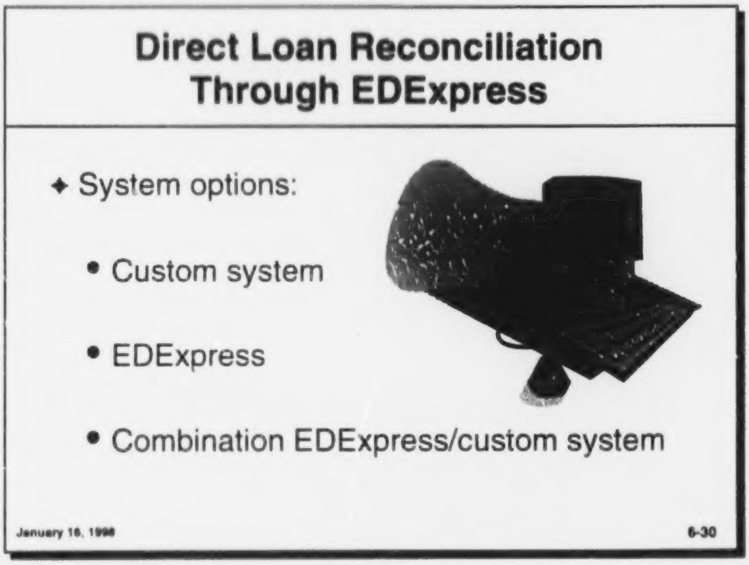
FINANCIAL AID OPERATIONS ASSESSMENT AND IMPLEMENTATION CHECKLIST

Report:

- ✦ Direct Loan Program expenditures

January 16, 1998

6-29



Direct Loan Reconciliation Through EDExpress

- ✦ System options:
  - Custom system
  - EDExpress
  - Combination EDExpress/custom system

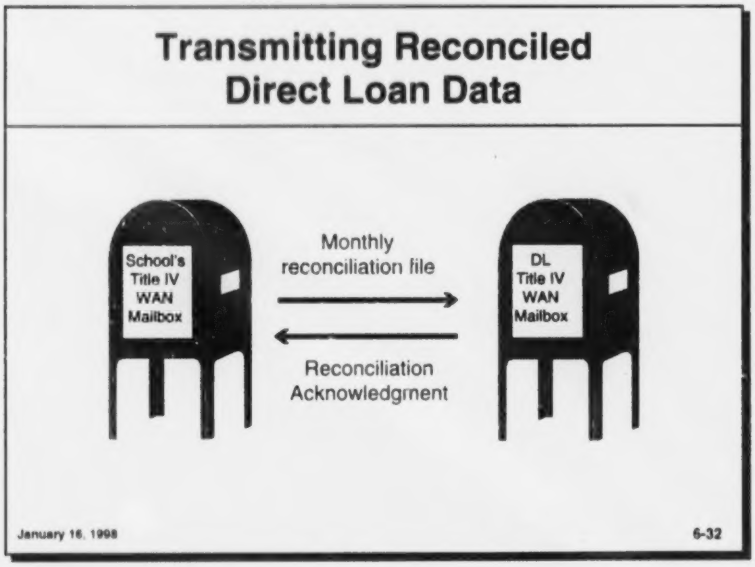
January 16, 1998

6-30

Notes

Direct Loan Reconciliation Through EDExpress (cont'd)

- Cash Management Utility:
  - Action taken—cash receipts or return of excess cash
  - Date—date money was deposited to school or returned to LOC
  - Transaction amount—amount of money deposited to school or returned to LOC
  - Conf. Code/Check Number—code assigned to funds request or check number used to return excess cash



Transmitting Reconciled Direct Loan Data

School's Title IV WAN Mailbox

Monthly reconciliation file

Reconciliation Acknowledgment

DL Title IV WAN Mailbox

DIRECT LOAN RECONCILIATION MODIFICATIONS FOR 1998-99

- ✦ Loan Origination Center (LOC) initiates monthly reconciliation process by transmitting to schools Direct Loan School Account Statement (DLSAS).

DLSAS Component	Description	Comments
Cash Summary	✦ Summary of: • All disbursements, adjustments, and cancellations for booked loans acknowledged by LOC during the month • All drawdowns received by school as reported to LOC by EDPMS • Excess cash returned by school and received by LOC • All accepted loan transactions for loans not yet booked at the end of the month	✦ Period covered is academic year: • Beginning cash balance on first month's summary = $0 • Beginning cash balance for subsequent monthly summaries = ending cash balance from previous month
Cash Detail	✦ Detail of: • All cash drawdowns • Excess cash returned	
Loan Detail	✦ Detail of: • Booked disbursements, adjustments, and cancellations LOC acknowledged that month, sorted by Loan ID • Accepted but unbooked disbursements, adjustments, and cancellations for AY to date, grouped by ID	✦ Optional DLSAS reconciliation component: • Schools not wanting this component, must contact their LOC Customer Service Representative • Regardless of whether school completes this component, school can request loan detail for any month

- ✦ Measurement Tool Reports (which include Booked Status Report and Cash Summary List) help a school identify:
  - Loans on school's system that have not been booked
  - Whether LOC needs promissory note and/or disbursement record to book the loan

SESSION 7

MANAGING YOUR SYSTEMS

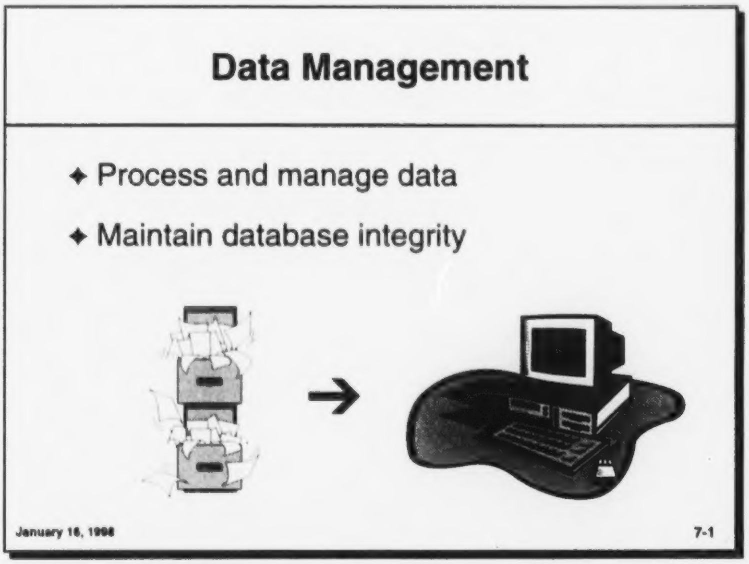
OVERVIEW

A. Data Management
    1. Electronic Recordkeeping Requirements
    2. Batching and Tracking Data
B. Database Management
    1. Database Maintenance
    2. Systems Backup and Virus Checks
    3. Data Archiving
    4. Instructor Demonstration
    5. Participant Simulation
    6. Systems and Process Documentation

SOURCES FOR FURTHER STUDY

- Federal Regulations 34 CFR, Part 668, Subparts B and K
- Federal Register Notice, September 19, 1997 (Deadline dates for schools to use electronic processes to meet administrative capability requirements)
- 1998-99 Action Letter #2, Dear Colleague Letter GEN-97-11 (Guidance on using electronic processes to meet administrative capabilities)
- Federal Student Financial Aid Handbook, Chapter 3
- The Blue Book, July 1995
- 1997-98 EDExpress Application Processing
- Direct Loan Training Guide, April 1997

Notes

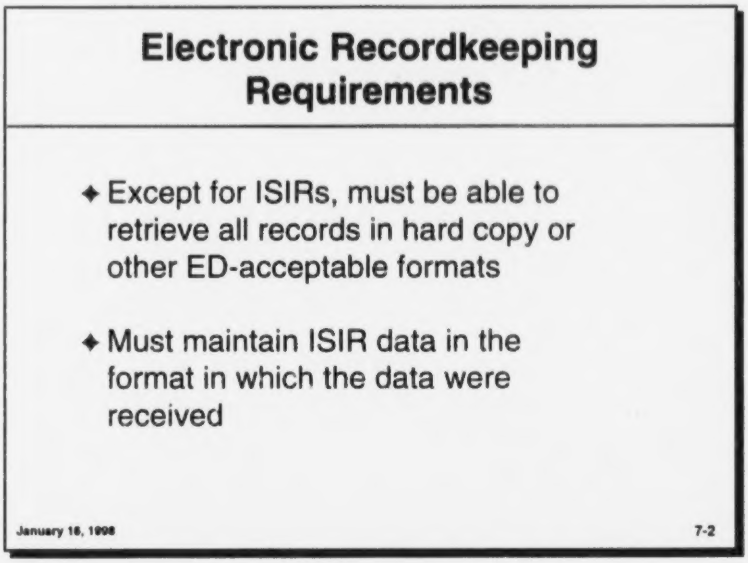


Data Management

- ✦ Process and manage data
- ✦ Maintain database integrity

January 16, 1998

7-1



Electronic Recordkeeping Requirements

- ✦ Except for ISIRs, must be able to retrieve all records in hard copy or other ED-acceptable formats
- ✦ Must maintain ISIR data in the format in which the data were received

January 16, 1998

7-2

Notes

Maintaining ISIR Data

- During award year, maintain ISIR data on diskette or magneetic tape or cartridge
- After award year, archive ISIR data to diskette or other computer format

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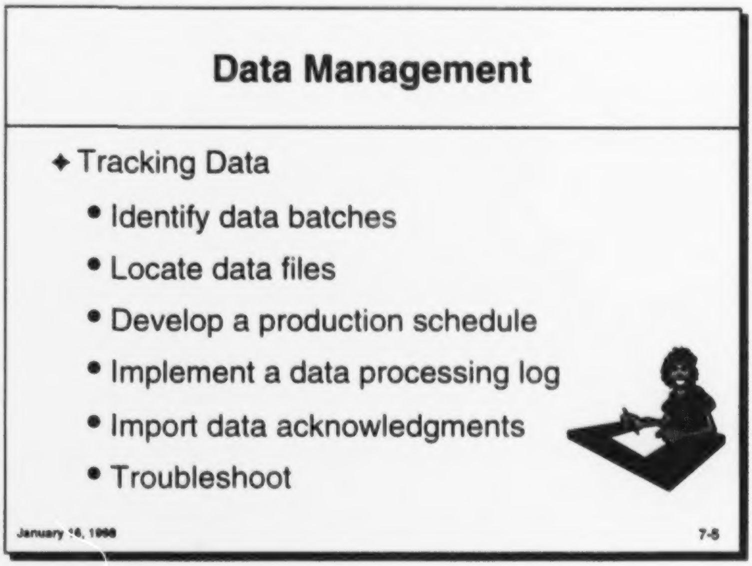
Batching and Tracking Data

- How and where data are stored
- How to select data for transmission
- How to identify each data batch sent or retrieved through Title IV WAN

January 16, 1998 7-4

Notes



Data Management

- Tracking Data
  - Identify data batches
  - Locate data files
  - Develop a production schedule
  - Implement a data processing log
  - Import data acknowledgments
  - Troubleshoot

Data Management (cont'd)

- Software Tools and Utilities
  - EDExpress Batch Activity Database
  - Title IV WAN On-Line Query
  - EDconnect Mailbox Query
  - EDconnect Activity Log
  - EDconnect Transmission Queue

Batch Activity Database

- ✦ Batch ID number
- ✦ Number of records in batch
- ✦ User ID of individual who created batch
- ✦ Time and date batch was created
- ✦ Import or export file name

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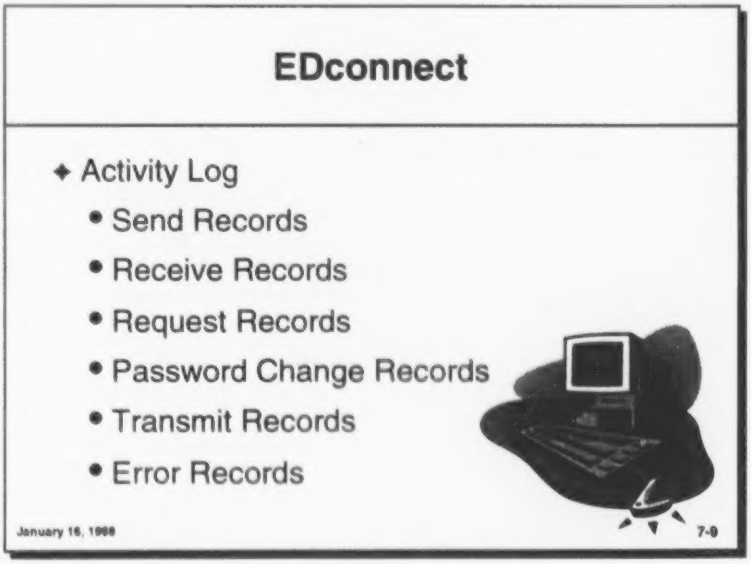
Title IV WAN On-Line Query

- ✦ On-Line Query
  - Review current contents of your electronic mailbox
  - Track batches sent in and out of your Title IV WAN mailbox including size of files and date batch was sent or retrieved

January 16, 1998 7-8

Notes

Notes



EDconnect

- Activity Log
  - Send Records
  - Receive Records
  - Request Records
  - Password Change Records
  - Transmit Records
  - Error Records

January 16, 1998

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SAMPLE PRODUCTION SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday
Enter/send initial applications	Enter/send corrections	Enter/send Pell Payment data	Enter/send corrections	Enter/send initial applications
	Retrieve automatic ISIRs		Retrieve automatic ISIRs	
Retrieve processed Pell data (Wednesday entry)	Retrieve processed correction ISIRs (Thursday entry)	Retrieve processed application ISIRs (Friday entry)	Retrieve processed application ISIRs (Monday entry)	Retrieve processed correction ISIRs (Tuesday entry)
Run backup	Run backup	Run backup	Run backup	Run backup
				Run database maintenance
				Archive data

For this production schedule:

- Automatic ISIRs are retrieved twice a week.
- Processed application ISIRs are retrieved 3 days after the initial applications are entered.
- Processed correction ISIRs are retrieved 3 days after corrections are entered.
- Processed Pell data are retrieved 3 days after the Pell Payment data are sent.

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SAMPLE DATA PROCESSING LOG

EDExpress		EDconnect				EDExpress	
Batch ID#	Export File Name (Message Class) (Date)	File Transmitted ✓ (Initials)	Date	Received File Name (Message Class) (Date)	Date	File Imported ✓ (Initials)	Date
#A909999919980904100021	EAPS99IN.DAT 09/04/98	P/ADB	09/05/98	EAPS99OP.DAT 09/08/98	09/09/98	P/ADB	09/09/98

APPLICATION PROCESSING TROUBLESHOOTING TIPS

Data Entry

- What is the status flag of the student's record?
  N = Not Ready, R = Ready to Send, B = Batched

Export

- Is there a batch ID in the Batch Activity Database?
  Look at the date.
- Was a file created and what is the message class?
  Review the directory where export files are stored.

Transmit

- Was the batch transmitted to the network?
  Check the Activity Log or the Transmission Queue in EDconnect.

Data Process

- Has the batch been processed by CPS?
  *Use NET*CONNECT to view your network mailbox.*

Receive

- Was the file received from Title IV WAN?
  Check the Activity Log in EDconnect.

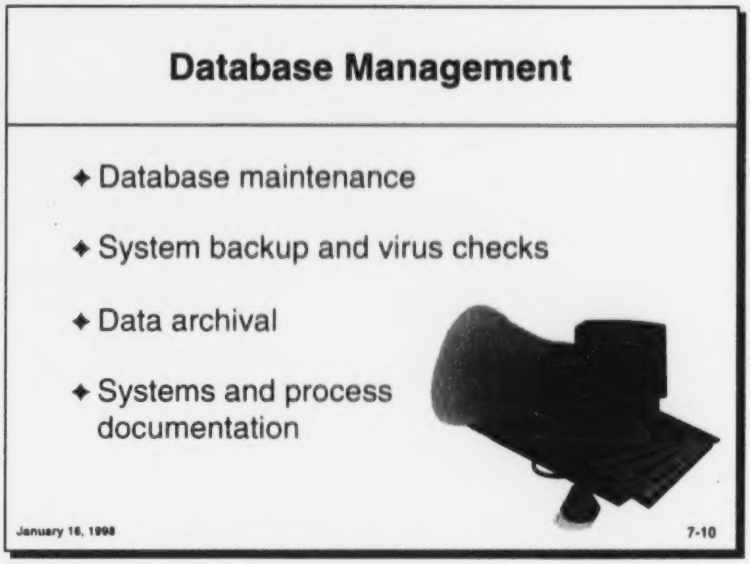
Import

- Were the records imported into EDExpress?
  Check the Batch Activity Database for the batch ID.

Management

- What records were imported?
  Print a list using batch ID as the selection criterion.

Notes



Database Management

- ✦ Database maintenance
- ✦ System backup and virus checks
- ✦ Data archival
- ✦ Systems and process documentation

January 16, 1998

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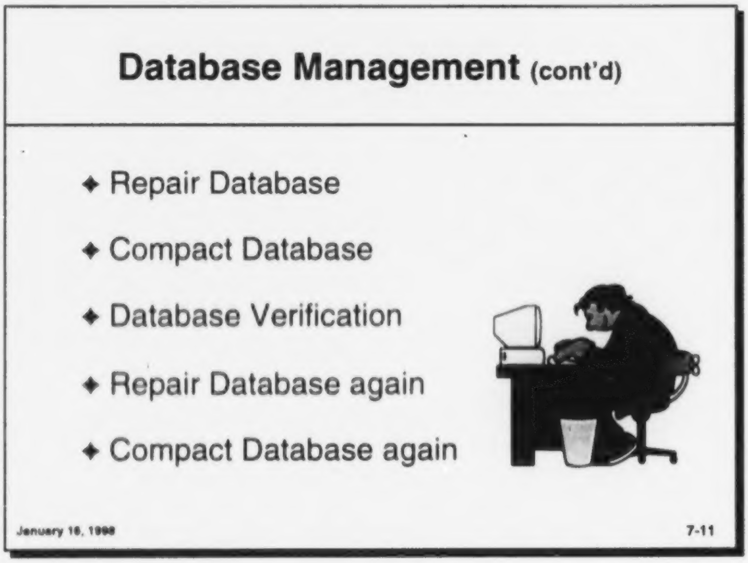

Database Management (cont'd)

- ✦ Repair Database
- ✦ Compact Database
- ✦ Database Verification
- ✦ Repair Database again
- ✦ Compact Database again

January 16, 1998

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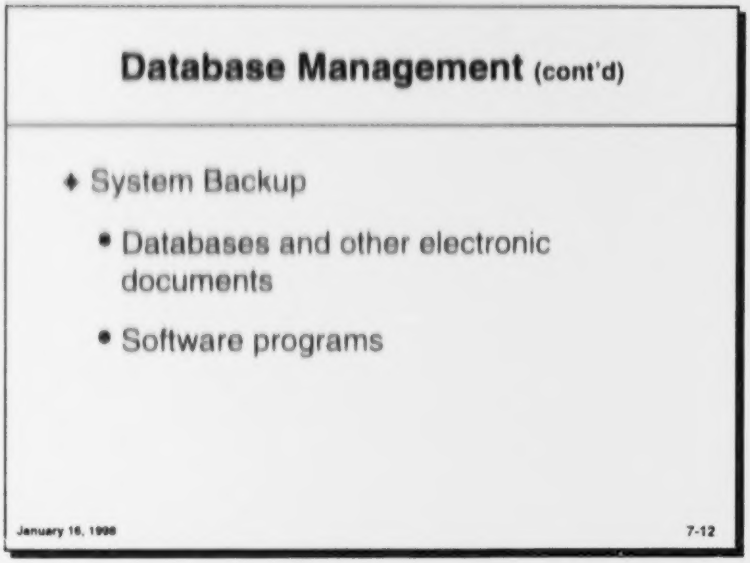
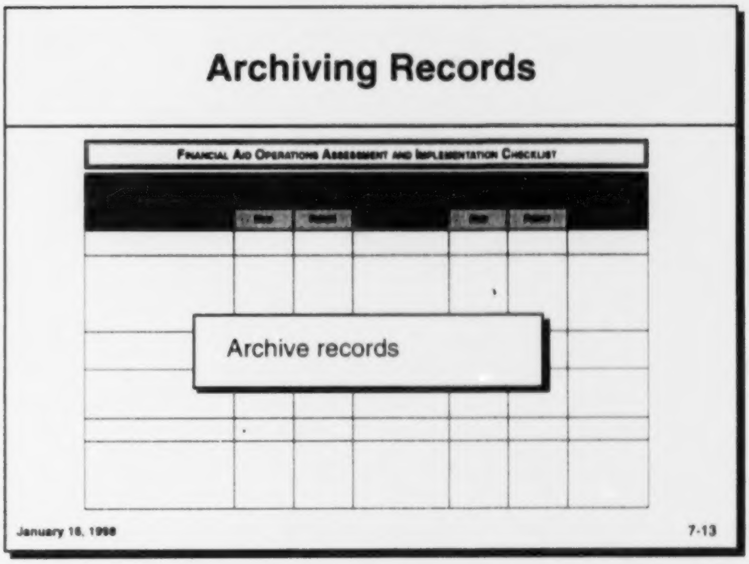
Notes



Database Management (cont'd)

- System Backup
  - Databases and other electronic documents
  - Software programs



Archiving Records

FINANCIAL AID OPERATIONS ASSESSMENT AND IMPLEMENTATION CHECKLIST

Archive records

PARTICIPANT SIMULATION
HOW TO REPAIR, COMPACT, AND VERIFY A DATABASE AND HOW TO ACCESS AND ARCHIVE THE EDCONNECT ACTIVITY LOG

- To help you become more acquainted with how to repair, compact, and verify a database and how to access and archive the EDconnect Activity Log, we have developed a simulation for you to complete.

- Before you begin, let's review the instructions for completing the simulation used in this training. The participant simulation consists of one or more short exercises that illustrate how to use ED's software. Each exercise contains pop-up text boxes that will guide you through the steps of the exercise. As you work through the steps, you must:

  1. Perform the activity described in the pop-up text window; or

  2. Click on the advance arrow **(→)** at the top of the pop-up text window.

- If you click on the advance arrow, the computer will complete the activity for you. If you want to return to a previous step, click on the reverse arrow **(←)** at the top of the pop-up text window.

- Each simulation is subdivided into topics. You can go to a particular topic by clicking on the topic button at the top of the pop-up text window and making a selection.

- After completing the simulation, you exit by clicking on the exit button at the top of the pop-up text window.

- The simulation will take approximately 15 minutes to complete. If you have any questions while working through the simulation, you should ask for assistance.

SESSION 8

WHERE ARE WE HEADED AND HOW DO WE GET THERE?

OVERVIEW

A. What's On the Horizon
   1. Windows Operating System
   2. Year 2000 Compliant
   3. Project EASI
   4. Just-In-Time Payment Method

B. Liability Issues

C. What to Do When You Return to Your Office
   1. The Need for Continuous Institutional Systems Support
   2. Group Discussion

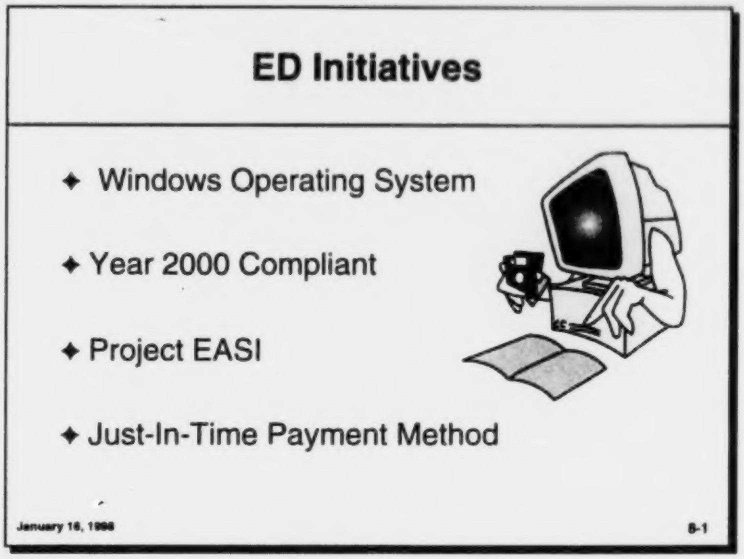
D. Information Resources for ED's Electronic Processes
   1. How to Sign Up for ED Electronic Services and Software
      a. Current Procedures
      b. Future Procedures

E. How to Stay Updated

SOURCES FOR FURTHER STUDY

- Federal Regulations 34 CFR, Part 668, Subparts B and G
- Federal Register Notice, September 19, 1997 (Deadline dates for schools to use electronic processes to meet administrative capability requirements)
- Dear Colleague Letter GEN-98-1 (Requirement for schools to be Year 2000 Compliant)
- Dear Colleague Letter P-98-1 (Federal Pell Grant Program Customer Support information)
- 1998-99 Action Letter #2, Dear Colleague Letter GEN-97-11 (Guidance regarding September 19, 1997 Federal Register Notice)

Notes

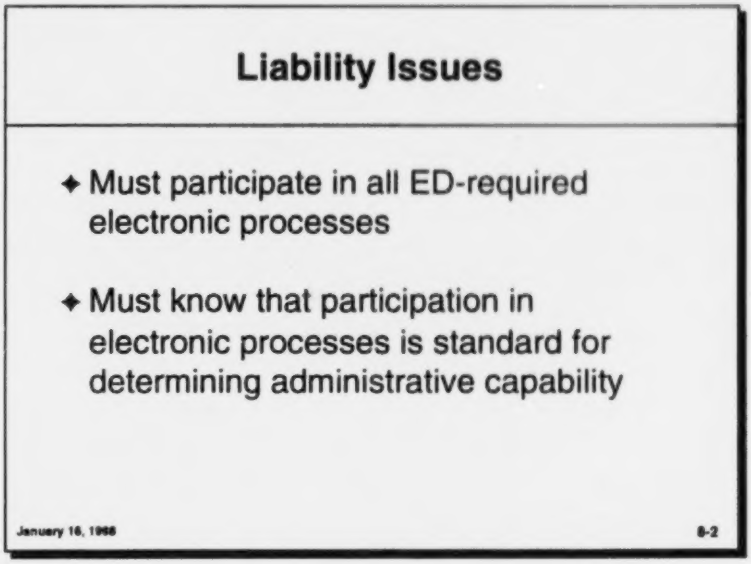


ED Initiatives

- Windows Operating System
- Year 2000 Compliant
- Project EASI
- Just-In-Time Payment Method

January 16, 1998

8-1



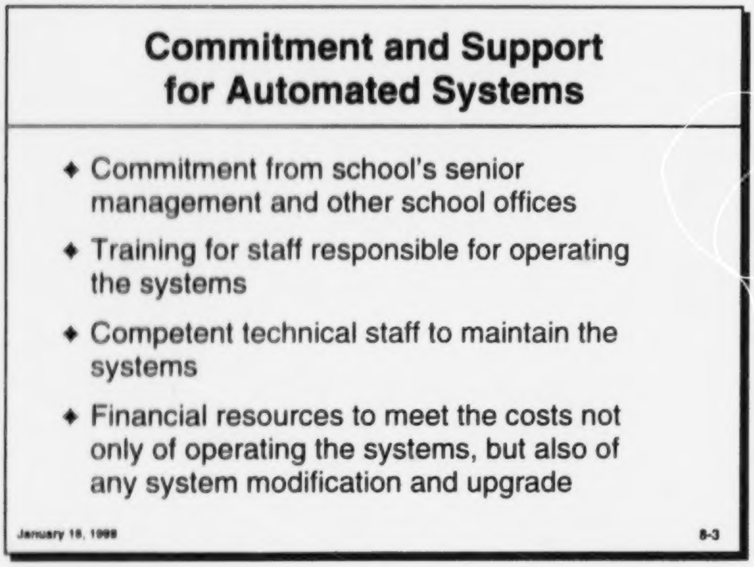
Liability Issues

- Must participate in all ED-required electronic processes
- Must know that participation in electronic processes is standard for determining administrative capability

January 16, 1998

8-2

Notes



Commitment and Support for Automated Systems

- Commitment from school's senior management and other school offices
- Training for staff responsible for operating the systems
- Competent technical staff to maintain the systems
- Financial resources to meet the costs not only of operating the systems, but also of any system modification and upgrade

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CUSTOMER SERVICES AND OTHER INFORMATION FOR ED SOFTWARE AND ELECTRONIC SERVICES

Service Unit Phone Number and E-Mail Address	Service Area	
	Customer Service	ED Software and Technical Resources
CPS Customer Service and Direct Loan Technical Customer Service 1-(800) 330-5947 (7:00 A.M. - 7:00 P.M. CST) e-mail: CPS@NCS.COM fax: 1-(319) 358-4260	✦ Technical support for EDExpress for Windows (Application Processing, Packaging, Direct Loans, SSCR), EDExpress for Windows Tutorial (CD-ROM and diskette versions), AWARE (Early Awareness Software), IQAP for Windows, FISAP software, and Pell Payment for Windows ✦ Questions on ISIRs (applications, corrections, and duplicates) ✦ PC and LAN configuration support to run EDExpress ✦ Phone walk-through of software to ensure user understanding ✦ State agency electronic data needs (EDE or tape) ✦ Questions regarding EDE Technical Reference for custom system developers ✦ SSCR record processing in EDExpress ✦ Data reconciliation issues between DL schools and DL Origination Center ✦ On-site support at DL schools to ensure continued processing ✦ Questions on FISAP software	**Software** ✦ EDExpress (Application Processing, Packaging, Direct Loan, SSCR) software ✦ EDExpress for Windows Tutorial (CD-ROM or diskette) ✦ AWARE (Early Awareness Software) ✦ IQAP for Windows ✦ FISAP (to be released Summer 1998) ✦ PC hardware/software support for Pell Payment software for Windows **Technical Specifications** ✦ *Electronic Data Exchange (EDE) Technical Reference Guide* (process FAFSA application data with CPS, interface external systems with EDExpress, SSCR, and Packaging functions)

CUSTOMER SERVICES AND OTHER INFORMATION FOR ED SOFTWARE AND ELECTRONIC SERVICES (CONT'D)

Service Unit Phone Number and E Mail Address	Service Area	
	Customer Service	ED Software and Technical Resources
FAFSA on the Web/FAFSA Express Customer Service 1-(800) 801-0576 (7:00 A.M. - 4:30 P.M. CST) e-mail: CPS@NCS.COM	✦ Technical support for FAFSA on the Web and FAFSA Express ✦ Assist with FAFSA Express software on user's PC (from disk or downloaded from ED's Web page) ✦ Questions regarding applicant status and signature page hold ✦ Basic connectivity questions to transmit application ✦ Help accessing the Web page	**Software** ✦ FAFSA on the Web ✦ FAFSA Express
Title IV WAN Customer Service 1-(800) 615-1189 (7:00 A.M. - 10:00 P.M. CST) e-mail: T4WAN@NCS.COM	✦ Technical support for EDconnect for Windows, Integrated Application Menu (IAM), and mainframe transmission software ✦ Transmission problems connecting to the network ✦ Transmission errors ✦ Network password changes and resets ✦ Status of mailbox ✦ Restoring data to mailbox ✦ Enrollment and participation ✦ Billings and invoices ✦ Distribution of software and user's manual ✦ Technical Support for NSLDS (enrollment, receiving/sending SSCR file, getting into NET*CONNECT for on-line query)	**Software** ✦ EDconnect for Windows ✦ Integrated Application Menu (IAM) software **Technical Specifications** ✦ *Title IV WAN Mainframe Guide* Instructions for using the Title IV WAN in a mainframe environment ✦ *EDconnect for Windows User's Guide* Specific information about using Title IV WAN and EDconnect for Windows

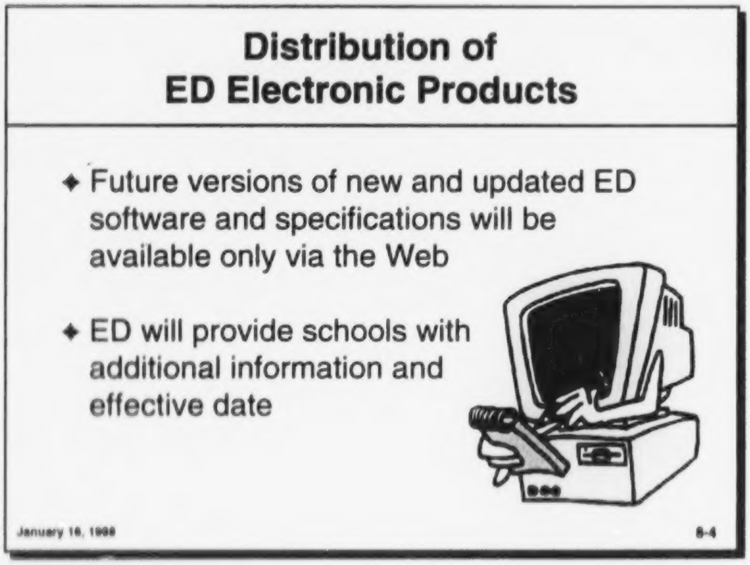
CUSTOMER SERVICES AND OTHER INFORMATION FOR ED SOFTWARE AND ELECTRONIC SERVICES (CONT'D)

Service Unit Phone Number and E-Mail Address	Service Area	
	Customer Service	**ED Software and Technical Resources**
NSLDS Customer Service 1-(800) 999-8219 (7:00 A.M. - 7:00 P.M. EST)	✦ Technical support for Small School Template and DataPrep Software (for Federal Perkins Loan Program reporting) ✦ Default rate calculations ✦ SSCR reporting ✦ Financial aid history (FAT) information (ISIR/prescreening) ✦ Data provider monthly submissions ✦ On-line functions ✦ User manuals	**Software** ✦ Small School Template ✦ DataPrep Software ✦ NSLDS-The Paperless Link (NSLDS Computer Based Training Tutorial) **Technical Specifications** ✦ *NSLDS Data Provider Instructions for Schools* Technical reference providing data to NSLDS
Direct Loan Technical Support for Custom/Combo Institutions 1-(800) 756-4220 (8:30 A.M. - 5:00 P.M. EST) e-mail: DLTS@NCS.COM	✦ Technical assistance in interpreting Direct Loan Technical Reference ✦ Errors received while interfacing an external system with EDExpress ✦ Questions on developing import from external add/change files ✦ Procedural walk-throughs of the Direct Loan Program for schools designing custom systems or planning to interface with EDExpress ✦ On-site support to Direct Loan schools with custom/combo systems	**Technical Specifications** ✦ Direct Loan Technical Reference (create custom system to support all DL Program essentials, or combine portion of EDExpress functions with external systems)

CUSTOMER SERVICES AND OTHER INFORMATION FOR ED SOFTWARE AND ELECTRONIC SERVICES (CONT'D)

Service Unit Phone Number and E-Mail Address	Service Area	
	Customer Service	ED Software and Technical Resources
Direct Loan Origination Center 1-(800) 848-0978 (7:00 A.M. - 7:00 P.M. EST)	✦ Direct Loan Batch Status ✦ Batch Integrity Errors ✦ Acknowledgments ✦ Rejected Direct Loan Batches ✦ Promissory Notes ✦ Check Sum Errors	
Federal Pell Grant Program Hotline 1-(800)-4PGRANT (8:30 A.M - 5:30 P.M. EST)	✦ Individual Records Rejects ✦ Batch Status ✦ Pell DOS Software Support ✦ Year-to-Date Pell Payment Data Requests ✦ Floppy disk or recipient (tape) data exchange	
Customer Support Branch 1-(800) 433-7327 (9:00 A.M. - 5:00 P.M. EST) e-mail: CSB@ED.GOV fax: 1-(202) 260-4199	✦ Federal Student Financial Aid policy questions ✦ Questions on electronic SFA information for SFA professionals ✦ Liaison to other ED offices	

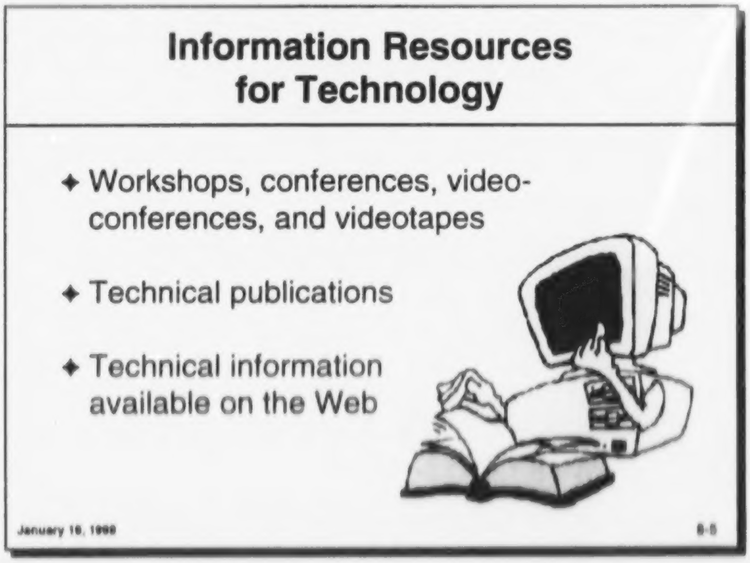
Notes



Distribution of ED Electronic Products

- Future versions of new and updated ED software and specifications will be available only via the Web
- ED will provide schools with additional information and effective date

January 16, 1998 8-4

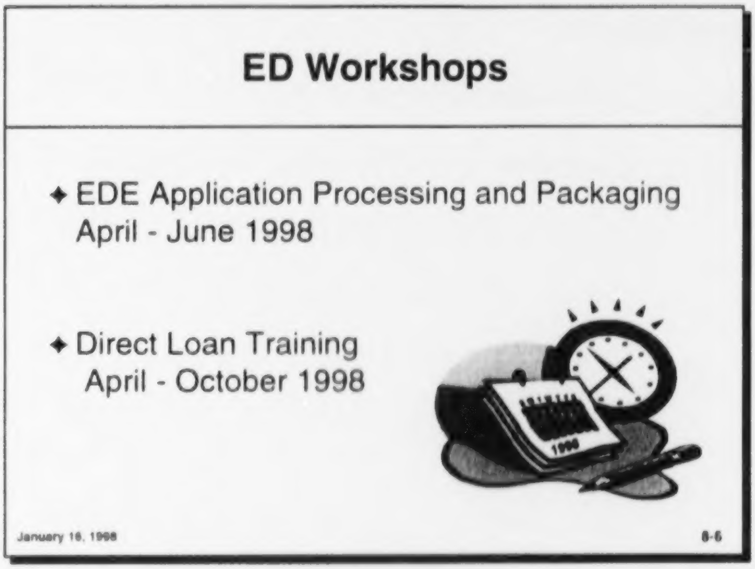


Information Resources for Technology

- Workshops, conferences, video-conferences, and videotapes
- Technical publications
- Technical information available on the Web

January 16, 1998 8-5

Notes

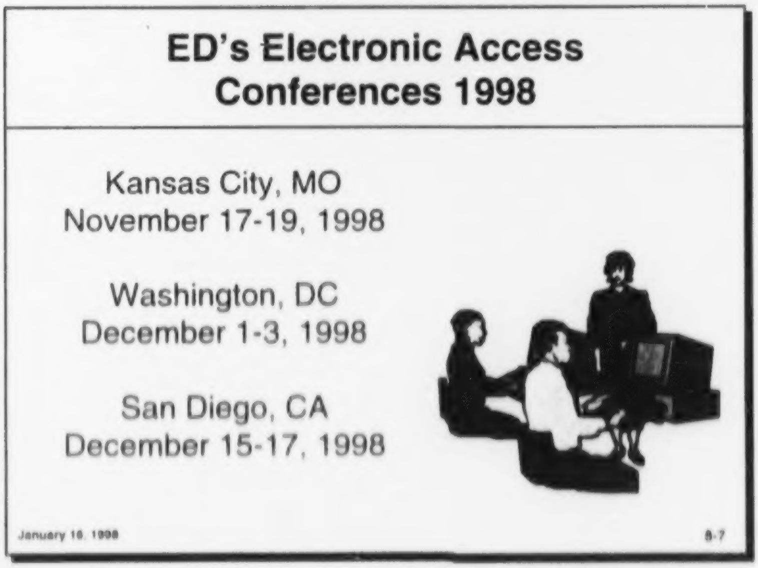


ED Workshops

- ✦ EDE Application Processing and Packaging
  April - June 1998
- ✦ Direct Loan Training
  April - October 1998

January 16, 1998

8-6



ED's Electronic Access Conferences 1998

Kansas City, MO
November 17-19, 1998

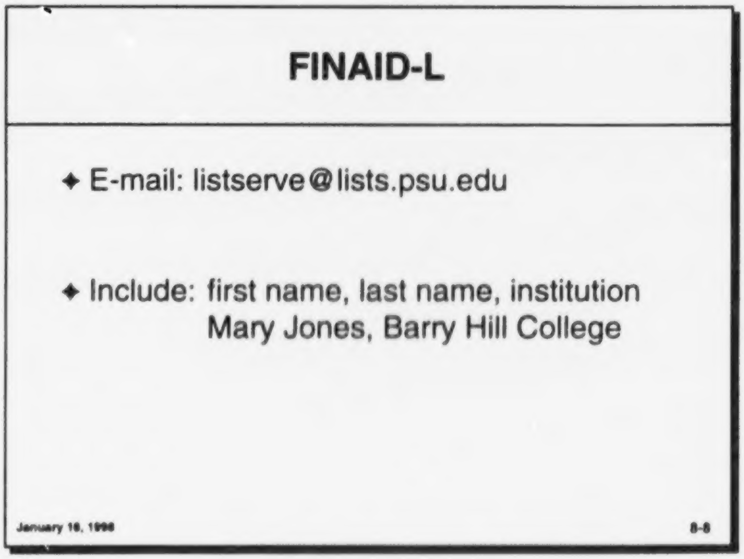
Washington, DC
December 1-3, 1998

San Diego, CA
December 15-17, 1998

January 16, 1998

8-7

Notes



FINAID-L

- E-mail: listserve@lists.psu.edu
- Include: first name, last name, institution
  Mary Jones, Barry Hill College

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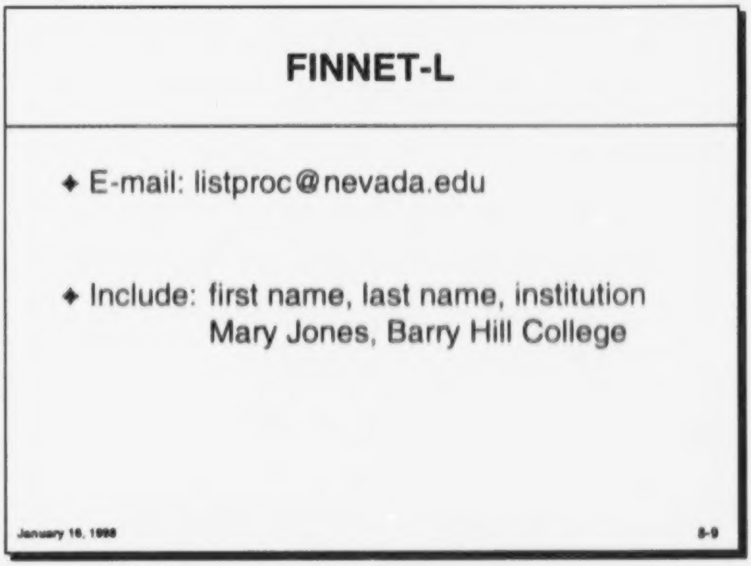

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January 16, 1998

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GLOSSARY

This glossary provides you with a brief explanation of previously identified terms which have been used throughout the training materials. Other terms listed in this glossary have been included to provide you with additional clarification and a broader understanding of electronic terminology.

Acknowledgment record — An electronic confirmation that a particular process or function has been completed.

Activity Log — Utility in EDconnect that lists requests to send and receive data from the network.

Adobe Acrobat Reader — Software used to read PDF files.

Algorithm — A step-by-step procedure for solving a problem.

Archive — Storage of files for historical records.

ASCII — (American Standard Code for Information Interchange) The most common format for text files in computers and on the Internet. In an ASCII file, each alphabetic, numeric, or special character is represented with a 7-bit binary number (a string of seven 0s or 1s).

Batch (record, file, data) — A group of records assembled into one file for transmitting processing. Each batch contains a header record, detail record, and trailer record.

Batch Activity Database — Utility in EDExpress that contains information about data batches that have been imported and exported.

Batch ID — A unique number that identifies a batch of documents. For example: the Application Processing batch identifier consists of the cycle year (9 for 98-99), the school code, the date the batch was created and the time the batch was created. The Batch ID #A900100919980101080039 would represent document for the cycle year 9 (98-99), school ID 001009, exported on January 1, 1998 (19980101) at 8:00:39 (080039).

Bit — The fundamental unit of computer information. Computers do all their work by manipulating a series of high and low electrical currents. A high current is represented by the digit 1 and a low current by the digit 0. These 1s and 0s or bits are used to represent everything that goes on inside your computer.

bps — Abbreviation for bits-per-second. A measurement of how fast data is moved from one place to another.

Browser — Software used to display and interact with various kinds of Internet resources. There are two kinds of browsers: those that display only text and those that support graphics.

CD-ROM — (Compact Discs-Read Only Memory) An optical storage technology that uses compact discs for read-only storage. CD-ROMS use the same technology as a stereo CD player.

Contracts and Purchasing Support System (CPSS) — The EDCAPS system that deals with pre-award, post-award, and purchasing processes.

CPS — (Central Processing System) The CPS is a Title IV automated system that performs data matches, calculates the applicant's expected family contribution (EFC), and returns the processed applicant data within 72 hours for printing the ISIR.

Database — Collection of data organized for rapid search and retrieval.

Data Release Number (DRN) — A personal identification number reported on a SAR that schools participating in EDE can use to request a student's ISIR if the school is not listed on the student's application.

Destination Point — A physical location that receives and transmits Title IV data through Title IV WAN. A destination point can be an office within a postsecondary institution, a servicer for an institution, or a state agency. A destination point can represent multiple institutions, or a school can have multiple destination points.

DOS — (Disk Operating System) The system installed on your computer that assembles and executes programs.

Drawdown — Ordering funds through GAPS.

DUNS Number — Data Universal Numbering System (DUNS) identifier assigned by Dun and Bradstreet that will be used as the identifying number to access EDCAPS/GAPS.

EBCDIC — (Extended Binary Code Decimal Interchange Code) This is a character code set commonly used by IBM mainframe systems.

EDconnect — Software used to send and receive batched data through Title IV WAN.

EDExpress — Software that allows users to enter, edit, manage, and report Title IV student application data. It also lets the user package awards, originate direct loans, print Direct Loan Program promissory notes, and collect and format FISAP data for transmission to ED.

EDPMS 272 — An electronic or paper financial report that schools use to report on cash disbursements. Used to determine if federal funds are being disbursed in accordance with cash management requirements. EDPMS 272 is being replaced by the Quarterly Confirmation Statement and Award Certification Statement, which is part of EDCAPS/GAPS.

Education Central Automated Processing System (EDCAPS) — A new financial management system that integrates ED's financial systems, through which the new financial and reporting procedures are implemented. EDCAPS replaces EDPMS.

Education Payment Management System (EDPMS) — The central repository for payment transactions for schools receiving campus-based, Federal Pell Grant, and Direct Loan funds from ED. EDPMS is being replaced by EDCAPS/GAPS.

Electronic Data Interchange (EDI) — A standard format for exchanging data.

Electronic Pell Payment Data (EPPD) record — An electronic record a school uses to report payment data for a Federal Pell Grant recipient to PGRFMS. An EPPD contains disbursement information as well as information regarding the recipient's enrollment status, expected family contribution, and cost of attendance.

Electronic Processed Pell Payment Data (EPPPD) record — An electronic record PGRFMS returns to a school containing information the school submitted on an EPPD and indicating whether the EPPD was accepted or rejected.

Electronic Funds Transfer (EFT) — In the context of Title IV disbursement, the transfer of funds from the lender to the school or from the school to a student's personal bank account.

Encryption — A means of securing data by arranging it in an apparently random sequence of characters.

Entity Identification Number (EIN) — A school identifying number consisting of a nine-digit core Employer Identification Number (EIN) assigned by the IRS and a prefix and suffix assigned by the ED Central Registry System. This number appears on the Federal Pell Statement of Account.

Export — A function in EDExpress which creates a batch of data records that are ready to be transmitted to a data processing service.

Export File Name — Message class name in EDExpress for export file.

Federal Cash Award Certification Statement — EDCAPS/GAPS annual statement reporting award expenditures. It contains award drawdowns for year ending June 30.

Federal Cash Quarterly Confirmation Statement — EDCAPS/GAPS quarterly statement containing award authorization information and drawdown activity for the quarter.

Financial Management Systems Software (FMSS) — The EDCAPS system that provides general ledger and funds management.

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First level verification — Process for editing and formatting Perkins Loan Database Extract Files.

Fiscal Operations Report and Application to Participate (FISAP) — Annual application used by schools to apply for Title IV campus-based funds and to report their use of Title IV campus-based funds.

Function keys — Special keys on the keyboard that have different meanings depending on which program is running. Function keys are normally labeled F1 to F10 or F12 (or F15 on Macintosh).

GB — (Gigabytes) A unit of measurement meaning approximately 1,000 megabytes.

Grant Administration and Payment System (GAPS) — New grant portion of EDCAPS that replaces EDPMS/MEERS. It supports ED's grant planning and award management for discretionary, formula, and fellowship programs and block grants.

HTTP — (HyperText Transport Protocol) The protocol for locating or moving hypertext files in the Internet.

Hypertext — Text that, when chosen by a reader, links to another point in the document or to another document.

Hypertext Markup Language (HTML) — Software language used to format documents for display on the World Wide Web. HTML documents may include text and graphics, formatting, and hypertext links to other information available through the Web.

Import — A function in EDExpress which pulls data records that fit a specific format into the software database.

Integration Support Services (ISS) — The EDCAPS system that contains an integrated data dictionary, system-wide security, interfaces, training, documentation, overall hardware and telecommunications, technical support functions, and services support.

Interface — Equipment or programs designed to communicate information from one system of computing device or programs to another.

Internet Service Provider (ISP) — A company that provides users with access to the Internet. The user or subscriber pays a fee to the ISP to gain entry to the Internet without having to maintain a server.

Loan Origination Center (LOC) — ED contractor responsible for certain Direct Loan functions including receiving loan origination records, promissory notes, and disbursement records to book Direct Loans. The LOC also is responsible for calculating funding needs, requesting funds, and receiving excess cash for some schools.

Mailbox Query — Information about data batches that have not been retrieved.

Mainframe computer — A large computer capable of processing large volumes of data and supporting many concurrent users. The CPS is an example of an IBM mainframe computer.

Maximize — The Maximize command enlarges the active window to fill the available space. A view or document window expands to fill the EDconnect window, whereas the EDconnect application window expands to fill the entire screen.

MB — (Megabyte) A unit of information measurement meaning approximately one million bytes. Commonly used to indicate capacity of RAM, of disk storage, and file size.

MEERS (Monthly Electronic Expenditure Report System) — The system through which schools report cash expenditures and resolve problems with ED accounts. MEERS is being replaced by EDCAPS/GAPS.

Memory Management software — Software that can provide sufficient memory to one or more processes in a computer system, particularly when the system does not have enough memory to satisfy multiple processing requirements concurrently. QEMM by Quarterdeck is a memory management software product..

Message Class — A term used to describe a file of grouped records. A specific message class is used to identify the type of data contained in a batch file.

Message Class Manager — List of the message classes that are available to send and receive in EDconnect.

Microsoft Internet Explorer — A World Wide Web browser developed by Microsoft.

MHz — (Megahertz) A unit used to measure the speed of a computer's components. One megahertz is one million cycles per second.

Modem — A device used to transmit and receive data between computers across telephone lines.

MS DOS — The disk operating system produced by Microsoft and used with IBM and IBM compatible personal computers (PCs). Your computer relies on its operating system to assemble and execute programs.

NET*CONNECT — Dial-up software used for directly accessing ED's databases.

Netscape Navigator — A World Wide Web browser developed by Netscape Communications Corporation.

Network — Two or more computers connected together to share resources.

Office of Postsecondary Education Identifier (OPEID) — A randomly assigned school identifier for Department oversight functions.

On-Line Query — Title IV WAN function in NET*CONNECT for accessing information about status of transmissions.

Operating System — The programming responsible for basic hardware resources on a computer such as keyboard, monitor, drives, memory, and CPU time.

OPE Web site — ED's Office of Postsecondary Education's web site. Through this Web site, schools can access ED's Financial Aid for Students, Info for Financial Aid Professionals, News & Highlights, Exploring Other Web sites, and Funding for Institutions web sites.

Payee Identification Number (PIN) — Identification number randomly assigned to school as an identifier to access EDPMS. Will be replaced by the DUNS number.

Pell Grant Recipient and Financial Management Systems (PGRFMS) — A Title IV automated system that supports the operational mission of the Federal Pell Grant Program managed by the Federal Grant Systems Division. Serving the recipients of grants from the Pell Grant Program, PGRFMS contains data on Pell Grant recipients and manages the disbursement and account of Pell Grant funds to institutions.

PIN/Hash code — (Personal Identification Number) An assigned Electronic Access Code (EAC). This code is assigned to applicants using Renewal FAFSA on the Web. It is the Personal Identification Number (PIN) which has been converted into an electronic code for security purposes on the Internet.

Platform — A hardware standard, such as IBM PC-compatible or Macintosh. Devices or programs created for one platform cannot run on others without additional software or hardware.

Portable Document File (PDF) — A type of graphic file that preserves the original typeface and layout of documents.

Protocols — Rules for governing the format of messages exchanged between computers.

Recipient System (RS) — The central recipient database for EDCAPS.

RAM — (Random Access Memory) The working memory of the computer into which application programs are loaded and executed. All data in RAM is lost when you turn your computer off.

ROM — (Read Only Memory) Memory that can be read but not written to. ROM contains the basic computer functions which cannot be changed.

SCSI (Small Computer Systems) — (Pronounced "scuzzy") A high-speed interface that can connect to computer devices such as hard drives, CD-ROM drives, floppy drives, tape drives, scanners, and printers. SCSI can connect up to seven devices; each one is given an identification number from 0 to 7, which is set with a manual switch. Newer versions of SCSI can connect up to 15 devices.

Second level delta processing — Process for comparing the Perkins Loan Current Submittal File with the Previous Submittal File to select only new loan records or previously submitted loan records with data element changes.

Server — A computer that can distribute services or resources. A server is often a piece of hardware or software that provides access to information requested from it. A server is also called a host computer.

Smartfields — Transmission Queue field that automatically loads appropriate data into other fields when you are manually adding records to the TQ. For example, supplying the Message Class in a receive request causes all the necessary fields to automatically fill.

SSCR Roster File — Electronic file of Student Status Confirmation Reports sent from NSLDS to the school.

SSCR Submittal File — Electronic file of SSCRs sent from the school to NSLDS.

Store-and-forward data transmission — Function of EDconnect software that allows the exchange of data between schools and ED databases.

Student Status Confirmation Report (SSCR) — Report on which a school is required to confirm and report enrollment status and enrollment status effective date for students receiving federal loans.

Submittal Files — The Submittal File, Current Submittal File, and Rewritten Submittal File are different stages of the same Perkins Loan records file. When the Database Extract File is formatted, edited, and error-free, it becomes a Current Submittal File. The Current Submittal File becomes a Submittal File (ready for transmission to NSLDS) after it is compared to the Previous Submittal File to eliminate duplicate records submitted in the previous cycle. The Rewritten Submittal File is a duplicate of the Submittal File retained by the school to use for comparison in the next submission cycle. The Rewritten Submittal File in the current cycle becomes the Previous Submittal File in the subsequent cycle.

SVGA Monitor — (Super Video Graphics Array) A video picture standard for viewing images on an electronic screen.

Systems backup — Copying databases and other electronic documents, software programs, and database connections to tape decks, CD-ROMs, and/or diskettes.

Title IV WAN — (Title IV Wide Area Network) ED network that provides an electronic link between schools and ED's databases.

Transmission Queue — Utility in EDconnect that lists the pending requests to send and receive data.

Uniform Resource Locator (URL) — An address pointing to certain sites on the World Wide Web.

UNIX — A computer operating system that is designed for use by many people at the same time. It is the most common operating system for servers on the Internet.

User-Defined Query — Utility in EDExpress that allows the user to select a particular set of records by constructing a logical statement or defining a set of criteria that describes the population to be selected.

WAN — (Wide Area Network) Any internet or network that covers an area larger than a single building or campus.

Web browser — A program used to access and view information on the World Wide Web.

Web page — Any HTML file available on the World Wide Web and accessed through a unique URL.

Windows 95 — A version of Microsoft Windows released in 1995. It is a complete operating system that runs on top of MS-DOS. It provides 32-bit application support, pre-emptive multi-tasking, threading, and built-in networking.

Window NT 4 — (Windows New Technology, Version 4) A version of Microsoft Windows released in 1997. A 32-bit operating system which requires a pentium processor or equivalent, at least 16 MB of RAM, and at least 110 MB of free disk space.

World Wide Web — A hypermedia based system for accessing Internet resources. It is commonly referred to as the Web or WWW; it lets users download files, listen to sound, view video files, and jump to other documents or Internet sites by means of hypertext.

Video card — The expansion board that generates the signal required by a monitor to display text or graphics.

TABLE OF MEASUREMENTS UNITS FOR COMPUTERIZED DATA

Bit:	The smallest unit of computerized data
Bytes:	8 bits
Kilobyte:	1.024 bytes
Megabyte:	1,000 kilobytes or approximately one million bytes
Gigabyte:	1,000 megabytes or approximately one million kilobytes
Terabyte:	1,000 gigabytes or approximately one million megabytes

Notes

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